

PANAMA CITY BEACH CITY COUNCIL AGENDA

NOTE: AT EACH OF ITS REGULAR OR SPECIAL MEETINGS, THE CITY COUNCIL ALSO SITS, EX-OFFICIO, AS THE CITY OF PANAMA CITY BEACH COMMUNITY REDEVELOPMENT AGENCY AND MAY CONSIDER ITEMS AND TAKE ACTION IN THAT LATTER CAPACITY.

MEETING DATE: JULY 9, 2020

MEETING TIME: 6:00 P.M.

A. CALL TO ORDER

1. ROLL CALL.
2. INVOCATION – PASTOR RAMON DUVALL, BEACHSIDE FELLOWSHIP CHURCH.
3. PLEDGE OF ALLEGIANCE – COUNCILMAN CASTO.
4. COMMUNITY ANNOUNCEMENTS.
5. APPROVAL OF MINUTES OF MAY 28, 2020 REGULAR MEETING.
6. APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS.
7. PRESENTATIONS.
SUPERINTENDENT BILL HUSFELT: STATE OF BAY DISTRICT SCHOOLS.
8. PUBLIC COMMENTS – CONSENT AGENDA AND NON-AGENDA BUSINESS (LIMITED TO THREE MINUTES).

B. CONSENT AGENDA

- 1.* **RESOLUTION 20-136, CHANGE ORDER #18, FRONT BEACH ROAD CRA, SEGMENT 2.** *“A Resolution of the City of Panama City Beach, Florida, approving a Change Order to the City’s Contract with GAC Contractors, Inc. for the construction of Front Beach Road Segment 2 in the basic amount of \$13,108.30.”*
2. **RESOLUTION 20-135, FIRE INSPECTION FEES AMENDMENT.** *“A Resolution of the City of Panama City Beach, Florida; amending Fire Safety Inspection Fees and providing an immediately effective date.”*

C. REGULAR AGENDA – DISCUSSION/ACTION

1. TO CITY CLERK INTERVIEWS AND APPOINTMENT.
2. ML ORDINANCE 1512 , FOUR CORNERS REZONING, 2ND READING, PUBLIC HEARING.
3. ML EMERGENCY ORDINANCE 1531-E, CODE ENFORCEMENT AUTHORITY.
4. ML ORDINANCE 1529, AMENDING BEACH BONFIRE REGULATIONS, 1ST READING.
5. HW ORDINANCE 1524, AMENDING FIREFIGHTERS PENSION BENEFITS REGARDING CANCER PRESUMPTION, 2ND READING, PUBLIC HEARING.

- 6. HW RESOLUTION 20-137, BUDGET AMENDMENT #48 FOR ACCRUED LEAVE DUE TO POLICE RETIREMENTS.
- 7.* DC ORDINANCE 1527, ADOPTING RESIDENTIAL PARKING DECAL PROGRAM, 2ND READING, PUBLIC HEARING.
- 8. TO RESOLUTION 20-134, LSV SAFETY PLAN.
- 9. TO RESOLUTION 20-133, EMPLOYEE VOLUNTEER LEAVE PROGRAM.
- 10. KJ PLAT, NORTH GLADES COMMERCIAL, PUBLIC HEARING.
- 11. JP APPOINTMENTS TO PARKS AND REC BOARD.
- 12. ML APPOINTMENT TO EXAMINING BOARD.
- 13. AS DISCUSSION, WASTEWATER ODOR CONTROL BUDGETING.
- 14. DC DISCUSSION, FBR/STATE HIGHWAY 79 INTERSECTION DESIGN.
- 15. DC BEACH ACCESS TRASH PROGRAM.

- D. CITY MANAGER REPORT.
- E. CITY ATTORNEY REPORT.
- F. COUNCIL COMMENTS.
- G. ADJOURN.

***Action items noted with an asterisk are taken both by the City Council and the Panama City Beach Redevelopment Agency jointly and concurrently.**

PAUL CASTO X
 PHIL CHESTER X
 GEOFF MCCONNELL X
 MICHAEL JARMAN X
 MARK SHELDON X

PAUL CASTO X
 PHIL CHESTER X
 GEOFF MCCONNELL X
 MICHAEL JARMAN X
 MARK SHELDON X

I certify that the Council members listed above have been contacted and given the opportunity to include items on this agenda.

I certify that the Council members listed above have been contacted and made aware of the items on this agenda.



 Interim City Clerk Date 7/2/20



 Interim City Clerk Date 7/2/20

IN ACCORDANCE WITH EXECUTIVE ORDER 20-139 COUNCIL CHAMBERS WILL BE OPEN FOR PHYSICAL ATTENDANCE, BUT LIMITED TO 50 PERSONS.

E-mailed to interested parties and posted on the website on: 07/6/20 12:00 P.M.

NOTE: COPIES OF THE AGENDA ITEMS ARE POSTED ON THE CITY'S WEBSITE WWW.PCBGOV.COM THIS MEETING WILL BE LIVE-STREAMED ON THE CITY WEBSITE AND CITY FACEBOOK PAGE "CITY OF PANAMA CITY BEACH-GOVERNMENT".

NOTE: ONE OF MORE MEMBERS OF OTHER CITY BOARDS MAY APPEAR AND SPEAK AT THIS MEETING.

If a person decides to appeal any decision made by the City Council with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding, and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based. Sec. 286.0105, FS (1995).

COMMUNITY ANNOUNCEMENTS

COMMUNITY ANNOUNCEMENTS 7/9/20

July 6-11 USFA FASTPITCH WORLD SERIES 1 FRANK BROWN PARK & PCB
SPORTS COMPLEX

JULY 9-12 USA HIGH SCHOOL FOOTBALL PCB SPORTS COMPLEX

JULY 13-18 USFA FASTPITCH WORLD SERIES 2 FRANK BROWN PARK & PCB
SPORTS COMPLEX

JULY 15-19 2D BASEBALL GULF COAST HIGH
SCHOOL CHAMPIONSHIP PCB SPORTS COMPLEX

JULY 20-26 GRAND SLAM WORLD SERIES 4 PCB SPORTS COMPLEX

JULY 30- SOCCER YOUTH-ALL AMERICAN PCB SPORTS COMPLEX
AUGUST 2 SERIES

Copies of this on the table.

DRAFT MINUTES

The Regular Meeting of the City Council of the City of Panama City Beach, Florida, and when permitted or required by the subject matter, the Panama City Beach Community Redevelopment Agency, held on May 28, 2020.

ROLL
MAYOR MARK SHELDON

COUNCILORS:
PAUL CASTO
PHIL CHESTER
GEOFF MCCONNELL
MICHAEL JARMAN

CITY MANAGER: `
TONY O'ROURKE
INTERIM CITY CLERK:
JO SMITH
CITY ATTORNEY:
AMY MYERS

Mayor Sheldon called the meeting to order at 9:00 A.M.

Pastor Jason Williams, Woodstock Church of PCB, gave the invocation and Councilman Chester led the Pledge of Allegiance.

Mayor Sheldon read the Community Announcements.

Mr. O'Rourke introduced Mr. Bobby Bland, longtime City employee working temporary beach control, who rescued a local fourteen year old from drowning from the Gulf of Mexico in dangerous conditions. The audience responded with applause.

The Minutes of the Emergency Meeting of March 20, 2020 were presented for approval.

Councilman Casto made the motion to approve the Minutes as written. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Jarman	Aye
Councilman Casto	Aye
Mayor Sheldon	Aye

Mayor Sheldon asked if there were any additions or deletions to the Agenda. Mr. O'Rourke asked to table Consent Item #1, **Resolution 20-111, Bid Award- City Wrecker Services**, until June 11th. There were no objections.

Councilman McConnell made the motion to approve the amended Agenda. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Jarman	Aye
Councilman Casto	Aye
Mayor Sheldon	Aye

PUBLIC COMMENTS - NON-AGENDA BUSINESS (LIMITED TO THREE MINUTES)

Mayor Sheldon opened the Public Comments section at 9:05 A.M. and asked for comments.

1 Mr. Justin Wilson. Mr. Wilson spoke of the 5G towers and their effects on the community. He recommended their being placed away from schools and residential areas.

2 Mr. Burnie Thompson. Mr. Thompson saluted the men and women of the Beach Police for their work over the Memorial Day Weekend. He spoke of the Police Chief being accountable and recommended the new Council members listen to his expertise. He spoke of personal responsibility and asked for Circle K to step up and hire security.

3 Ms. Colleen Swab. Ms. Swab said her company was disabling the blue tooth on the carts and requiring renters to be 25 to rent low speed vehicles. She said they now required a copy of the car insurance card before they were allowed to rent the LSVs. She said they were being proactive.

4 Mr. Frank Sewell. Mr. Sewell said it was not fair for the bars to be closed when the restaurants were packed.

5 Mr. Gary Beck. Mr. Beck spoke of corruption and being targeted, being tortured by the media. He spoke of his ideas and inventions being stolen.

6 Mr. Shane Hamilton. Mr. Hamilton spoke of his efforts in calling Circle K corporate and the tv media and no one wanted to help. He urged for security at Circle K.

7 Mr. Michael Steinkirchner. Mr. Steinkirchner echoed Mr. Sewell's comments as he worked in a bar. He urged sending a letter to the Governor to defer to the County on guidelines when to open businesses.

With no further comments, the Mayor closed the Public Comment section at 9:20 A.M.

AMENDED CONSENT AGENDA

ITEM 1 RESOLUTION 20-111, BID AWARD- CITY WRECKER SERVICES. *“A Resolution of the City of Panama City Beach, Florida, approving Agreements with White’s Wrecker Service, LLC, and Discount Towing and Recovery, LLC, for the provision of routine and specialty towing services; and providing an effective date.”*
TABLED.

ITEM 2* RESOLUTION 20-112, BID AWARD- CRA LANDSCAPING MAINTENANCE SERVICES. *“A Resolution of the City of Panama City Beach, Florida, approving an Agreement with Rotolo Consultants, Inc., for Landscape Maintenance Services within the Front Beach Road Community Redevelopment Area, in the annual amount of \$223,172.10.”*

ITEM 3 RESOLUTION 20-113, BID AWARD- LIFT STATION 21 REPAIRS. *“A Resolution of the City of Panama City Beach, Florida, approving an Agreement with Marshall Brothers Construction & Engineering Inc., for Lift Station 21 Repairs in the not to exceed amount of \$304,410.”*

ITEM 4 RATIFY EMERGENCY ORDER 20-02. *“An Order and Declaration Regarding the Reopening of Amusements.”*

ITEM 5 APPROVAL OF ACCOUNTANT/BUDGET ANALYST JOB DESCRIPTION. “Staff recommends approval of the attached job description for an accountant/budget analyst.”

ITEM 6 RESOLUTION 20-118, CHANGE ORDER #1, BAY PARKWAY PHASE 2 CONSTRUCTION. “A Resolution of the City of Panama City Beach, Florida, approving Change Order #1 to the Agreement for construction of Bay Parkway Phase 2 with C.W.Roberts Contracting, Inc., for additional asphalt and improvements to Nautilus Street in the amount of \$49,255.00; authorizing execution and providing an immediately effective date.”

Ms. Smith read the Amended Consent Agenda by titles.

Councilman Casto made the motion to approve the Amended Consent Agenda. Second was by Councilman Jarman and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Jarman	Aye
Councilman Casto	Aye
Mayor Sheldon	Aye

REGULAR AGENDA- DISCUSSION/ACTION

ITEM 1 RESOLUTION 20-114, COVID-19 UPDATE SPECIAL EVENT AND ACTION PLAN AMENDMENT. Ms. Myers read Resolution 20-114 by title. Mayor Sheldon said he would recuse himself from voting because he was a promoter. He called for public comments and there were none. He called for online comments and there were none.

Mr. O'Rourke said there were several large events pending such as the Pepsi Gulf Coast Jam and the Pro Watercross. He suggested letting the promoters prepare a plan for safety. He spoke of having patrons take personal responsibility, face masks optional or mandatory, health screenings, and portable restrooms. He wanted the City to be a partner, not a dictator. He also said before an event was approved, Staff would keep an eye on the declining rates for the COVID-19 and ensuring sufficient PPEs. He recommended another 30 days for the non-collection of debts on the water bills.

Councilman McConnell said it seemed a sensible process, not overbearing and recommended following the process Mr. O'Rourke outlined.

Councilman Chester asked about the Summer Concert Series. Mr. O'Rourke responded that until the Feds reduced the standards, he could not see how the City could hold the concerts and allow 28 square feet around each patron. Councilman Jarman agreed, that he did not see how it could be feasible and urged postponing until July 1st. Regarding the water bills, he also recommended using July 1st and then revisit later. Councilman Casto concurred.

Councilman Jarman made the motion to approve Resolution 20-114 with the July 1st date. Second was by Councilman Casto and the motion passed by unanimous roll call vote of those voting recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Jarman	Aye
Councilman Casto	Aye

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A copy of Mayor Sheldon’s Memorandum for Voting Conflict is attached to and becomes an official part of these Minutes.

ITEM 2 ORDINANCE 1526, ADVISORY BOARD GOVERNANCE, FIRST READING. Ms. Myers read Ordinance 1526 by title and said this established the rules for all Advisory Committees. The Mayor called for comments, both in the audience and online, and there were none.

Mr. O’Rourke said this would engage the citizenry and obtain their support. Mayor Sheldon said this was a great step and thanked the people for their response and passion.

Councilman Jarman made the motion to approve Ordinance 1526. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Jarman	Aye
Councilman Casto	Aye
Mayor Sheldon	Aye

ITEM 3 RESOLUTION 20-115, FINANCIAL ADVISORY BOARD CREATION. Ms. Myers read Resolution 20-115 by title. The Mayor called for comments, both in the audience and online, and there were none.

Councilman McConnell made the motion to approve Resolution 20-115. Second was by Councilman Jarman and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Jarman	Aye
Councilman Casto	Aye
Mayor Sheldon	Aye

For the Appointments, the Council members chose:

Councilman Jarman- Fred Crispen
Councilman McConnell- Brad Thomas
Councilman Chester- Jason Morehouse
Councilman Casto- Katy Hewitt
Mayor Sheldon- Chuck Taylor

Councilman McConnell made the motion to approve these Appointments. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Jarman	Aye
Councilman Casto	Aye
Mayor Sheldon	Aye

ITEM 4 ORDINANCE 1523, GENERAL EMPLOYEES' PENSION PLAN AMENDMENT ON CHARTER OFFICER VESTING, FIRST READING. Ms. Myers read Ordinance 1523 by title. The Mayor called for comments, both in the audience and online, and there were none.

Councilman McConnell made the motion to approve Ordinance 1523. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Jarman	Aye
Councilman Casto	Aye
Mayor Sheldon	Aye

ITEM 5 RESOLUTION 20-116, CREATION OF STORMWATER SPECIAL REVENUE FUND. Ms. Myers read Resolution 20-116 by title. The Mayor called for comments, both in the audience and online, and there were none. Councilman Jarman said this was merely an auditing move.

Councilman Jarman made the motion to approve Resolution 20-116. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Jarman	Aye
Councilman Casto	Aye
Mayor Sheldon	Aye

ITEM 6 BAY PARKWAY FUTURE ALIGNMENT, SECTION 1A- DISCUSSION. Mayor Sheldon called for comments.

- 1 Mr. Tom Rossen. Mr. Rossen spoke of the numerous private properties and the lengthy process in a take. He said the cost analysis did not include legal costs nor damage to homes.
- 2 Mr. Larry Messenger. Mr. Messenger thanked Ms. Jenkins for the options. He spoke of the social costs to four-laning through the older community, destroying the environment and culture.

There were no further comments.

Councilman Chester said Option #1 was not an option as it would affect the community. Councilman McConnell said he thought this was premature and we should coordinate with the State and County as the City cannot handle the costs. Councilman Casto concurred with Councilman McConnell and questioned what the citizens would say. Mr. O'Rourke said by Fall, there should be more data in order to make an educated decision. Councilman Casto suggested tabling until the citizens survey was completed.

Ms. Jenkins said most of the roadway would be in the County and spoke of the Clara development. Councilman Casto asked about the wetlands and Ms. Jenkins replied that permits had been submitted to DEP for two lanes and mentioned the mitigation obstacle, but that staff would continue talking.

Councilman Chester said this would affect property values. He made the motion to select Section A, Option 2. Second was by Councilman Jarman.

Councilman Chester said the City should take a stand, reminding that the City had two representatives on the TPO and the property owners were left in limbo. Mayor

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Sheldon said he was not in favor of cutting the neighborhood in half. He said give the City a direction for peace of mind and alleviate the fear factor. Councilman Casto repeated to wait until the citizens survey was received and not vote today.

With no further comments, the motion passed by majority roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Nay
Councilman Jarman	Aye
Councilman Casto	Nay
Mayor Sheldon	Aye

ITEM 7 AIRPORT AUTHORITY BOARD APPOINTMENT. Mayor Sheldon called for audience comments and there were none. Mr. O'Rourke said the airport was a huge economic engine and asked the Council to consider recommending a Council member for the Board. Councilman Chester said this airport was a big part of the City and we needed a strong voice on board.

Councilman Chester made the motion to appoint Mayor Sheldon to the Airport Authority Board. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Jarman	Aye
Councilman Casto	Aye
Mayor Sheldon	Aye

ITEM 8 CITY RESIDENT BEACH PARKING PLAN. Mayor Sheldon said there was no place to park and a car was very important for the beachgoers. Councilman McConnell said he loved the idea of the pilot program but was concerned about cost. Councilman Jarman suggested the first place should be Richard Jackson Blvd. as Churchwell had a lot of surrounding commercial businesses. He suggested reserving half of the parking at Richard Jackson Blvd. and less than half at Churchwell. Mr. O'Rourke said the proposed eighty-five (85) places would be a good start but we should be cognizant of the business needs. Councilman Jarman said the number of spaces could be reduced if not used, and Councilman McConnell said the City would not be able to reduce the number. Councilman Casto suggested 25% and said Ms. Jenkins and Mr. Campbell were looking at other sites. Mayor Sheldon opened the floor for comments.

1 Mr. Michael Steinkirchner. Mr. Steinkirchner asked if the permits would be on a lottery basis or first come, first served.

Councilman Jarman asked if the number of spaces available could be seen online. Mr. O'Rourke said yes but not be reserved online. He proposed 175 decals to start. Mr. Campbell clarified that the decal cost Thirty Dollars (\$30.00) and the parking fee would be One Dollar (\$1.00) per hour, max Six Dollars (\$6.00) per day.

Councilman Casto asked about golf cart parking in the CRA. Mr. Campbell said they would look at capacity during the year versus summer and see if needed. He added that they were keeping that in mind for public parking in future CRA segments.

Councilman McConnell made the motion to start with 25%. Second was by Councilman Jarman and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye

Councilman Jarman Aye
Councilman Casto Aye
Mayor Sheldon Aye

ITEM 9 BEACH BIKE PARKING RACKS- DISCUSSION. The Mayor called for comments from the audience or online and there were none.

Mr. O'Rourke spoke of promoting safe and secure bike access at the top five high traffic beach accesses. If successful, the program will expand.

Councilman McConnell made the motion to approve the project. Second was by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester Aye
Councilman McConnell Aye
Councilman Jarman Aye
Councilman Casto Aye
Mayor Sheldon Aye

CITY MANAGER REPORT

Mr. O'Rourke explained about creating an advisory Committee for public safety, to get ideas to improve overall security. Regarding the Circle K situation, all hotels, motels, restaurants and bars should be in partnership with the Police and Fire Departments as the City does not have enough resources. He said the safety committee would offer ideas for improvements. He spoke at length of other cities facing the violence. Mr. O'Rourke said he anticipated the employee survey results next week. The search for the new City Clerk was extended another week, as there was high quality candidates so far.

CITY ATTORNEY REPORT

None

COUNCIL COMMENTS

Councilman Casto thanked Chief Whitman for his officer's work this weekend as he knew they had been overloaded and overwhelmed. He also thanked the BCSO for their work. Councilman Chester thanked the Fire Department for their work. Councilman Jarman said the City made strides to address the situation, to create an environment of peace. Councilman McConnell thanked all the City staff for their work. Regarding the 5G network, the State Legislature has preempted any City authority. He also said he liked the new shade structure at Frank Brown Park playground.

Mayor Sheldon thanked the Police and Fire Departments for their efforts. Regarding the Circle K incident, Wal-Mart has stepped up, to be part of the team. He suggested Mr. Hamilton might be a good candidate for future Advisory Committees as well as Ms. Swab. He spoke of the great meeting with FDOT and encouraged the completion of the Census as some of their funding comes from the Census. He thanked the other Council members for their faith in appointing him to the Airport Authority.

With nothing further, the meeting was adjourned at 10:55 A.M.

**** ACTION ITEMS NOTED WITH AN ASTERISK ARE TAKEN BOTH BY THE CITY COUNCIL AND THE PANAMA CITY BEACH REDEVELOPMENT AGENCY JOINTLY AND CONCURRENTLY.**

READ AND APPROVED this 9th of July, 2020.

IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.

Mayor

ATTEST:

City Clerk

DRAFT

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME SHELDON MARK	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CITY OF PANAMA CITY BEACH CITY COUNCIL
MAILING ADDRESS 17007 PANAMA CITY BEACH PARKWAY	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY PANAMA CITY BEACH	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
COUNTY BAY	NAME OF POLITICAL SUBDIVISION: CITY OF PANAMA CITY BEACH
DATE ON WHICH VOTE OCCURRED MAY 28, 2020	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, MARK SHELDON, hereby disclose that on MAY 28, 20 20 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

RESOLUTION 20-114 OF THE CITY OF PANAMA CUTY BEACH WHICH ALLOWED THE PERMITTING OF SPECIAL EVENTS DURING THE COVID-19 PUBLIC HEALTH CRISIS. AS THE MANAGING MEMBER OF PCB ENTERTAINMENT, LLC AND R&M ENTERTAINMENT, LLC, I HOST SPECIAL EVENTS IN THE CITY OF PANAMA CITY BEACH. THE COUNCIL'S ACTION ON THAT DAY WOULD ENABLE MY EVENTS TO TAKE PLACE AND THUS WOULD INURE TO BY SPECIAL PRIVATE GAIN OR LOSS.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

JUNE 12, 2020

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

CONSENT AGENDA

ITEM 1



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

CRA / David O. Campbell

2. MEETING DATE:

7/9/2020

3. REQUESTED MOTION/ACTION:

Approval of Resolution 20-136 for Change Order #18- electrical conversion to Los Rancheros

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

The electrical plans incorrectly identified a pole mounted billboard and light as Los Rancheros' electrical connection. When Gulf Power started to remove the overhead lines in this area, they realized that the actual electrical connection went from a roadside pole to a connection at the center of the Los Rancheros building, therefore they could not remove the overhead power lines.

The contractor and their electrician met with the City staff and representatives of Gulf Power to determine the most efficient way to make the underground conversion to allow Gulf Power to move forward with the underground conversion and removal of all aerial power lines.

The total cost of the new conversion minus the cost of the original conversion associated with the billboard is \$13,108.30.

Staff recommends approval of Resolution 20-136

Attachment - Change Order #18

RESOLUTION 20-136

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A CHANGE ORDER TO THE CITY'S CONTRACT WITH GAC CONTRACTORS, INC. FOR THE CONSTRUCTION OF FRONT BEACH ROAD SEGMENT 2 IN THE BASIC AMOUNT OF \$13,108.30.

BE IT RESOLVED that the appropriate officers of the City are authorized to accept and deliver on behalf of the City that certain Change Order No. 18 to the City's Agreement with GAC Contractors, Inc. for the construction of Front Beach Road Segment 2, relating to underground electrical conversion at Los Rancheros, in the basic amount of Thirteen Thousand, One Hundred Eight Dollars and Thirty Cents (\$13,108.30), in substantially the form attached and presented to the Council today, draft dated June 29, 2020, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ____ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mark Sheldon, Mayor

ATTEST:

Jo Smith, Interim City Clerk

CHANGE ORDER

No. 18

PROJECT	Front Beach Road CRA Seg 2
DATE OF ISSUANCE	June 29, 2020
EFFECTIVE DATE	June 29, 2020
OWNER	City of Panama City Beach, Florida
OWNER'S Contract No	
CONTRACTOR	GAC Contractors, Inc.
ENGINEER	Atkins / Dewberry

You are directed to Make the following changes in the Contract Documents.

Description: Addition of Electrical Service to Los Rancheros

Reason for Change Order: Not in original plan documents

Attachments:

	CHANGE IN CONTRACT TIMES:	
Original Contract Price	Original Contract Times:	<u>750</u>
<u>\$14,222,000.00</u>	Substantial Completion:	<u>November 4, 2018</u>
	Final Completion	<u>days or dates</u>
Net changes from previous Change Orders	Net changes from previous Change Orders	<u>156</u>
<u>\$517,785.56</u>		<u>days</u>
Contract Price prior to this Change Order	Contract Time prior to this Change Order	
<u>\$14,739,785.56</u>	Substantial Completion:	<u>April 9, 2019</u>
	Final Completion	<u>days or dates</u>
Net Increase of this Change Order	Net <u>Increase</u> of this Change Order	<u>1</u>
<u>\$13,108.30</u>		<u>days</u>
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders	
<u>\$14,752,893.86</u>	Substantial Completion:	<u>April 10, 2019</u>
	Final Completion	<u>days or dates</u>

RECOMMENDED:
By: _____
Engineer (Authorized Signature)

APPROVED
By: _____
(Authorized Signature)

ACCEPTED
By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____

EJCDC No. 1910-4-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

Description	Quantity	Units	Material Unit Cost	Material Subtotal	7.5% Tax	Material Total	Labor/Equipment Unit Cost	Labor/Equipment Total	Subcontract Unit Cost	Subcontract Total	TOTAL
Los Rancheros Electrical Hookup											
Wise Electrical services	1	LS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,156.00	\$ 13,156.00	\$13,156.00
Original Conversion for Billboard Pole	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ (2,000.00)	(\$2,000.00)
Sub Total				\$ -	\$ -	\$ -		\$ -		\$ 11,156.00	\$11,156.00

Sub Total	\$11,156.00
Profit / Overhead (17.5%)	\$1,952.30
Sub Total + P/O	\$13,108.30
Total	\$13,108.30

CONSENT AGENDA

ITEM 2



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

2. MEETING DATE:

3. REQUESTED MOTION/ACTION:

4. AGENDA

PRESENTATION

PUBLIC HEARING

CONSENT

REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

RESOLUTION 20-135

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,
FLORIDA; AMENDING FIRE SAFETY INSPECTION FEES;
AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.**

BE IT RESOLVED by the City Council of the City of Panama City Beach, that the Fire Safety Inspection Fees in the City of Panama City Beach Building Division Fee Schedule attached and incorporated herein as Exhibit A to this Resolution, are hereby adopted.

This Resolution shall be effective immediately upon passage.

PASSED in regular session this ____ day of June, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mark Sheldon, Mayor

ATTEST:

Jo Smith, Interim City Clerk

City of Panama City Beach Building Division Fee Schedule

Type	Description	Fee Amount
Residential Building Permit	Valuation of < \$1000	\$35
	Valuation of \$1001 - \$50,000	\$35.00 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof to and including \$50,000.
	Valuation of \$50,001 - \$100,000	\$260 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof to and including \$100,000.
	Valuation of \$100,001 - \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof, to and including \$500,000.
	Valuation of \$500,001 and greater	\$1,660.00 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.
Commercial Building Permit	Valuation of < \$1000	\$55
	Valuation of \$1001 - \$50,000	\$55.00 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof to and including \$50,000.
	Valuation of \$50,001 - \$100,000	\$260 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof to and including \$100,000.
	Valuation of \$100,001 - \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof, to and including \$500,000.
	Valuation of \$500,001 and greater	\$1,660.00 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.

Swimming Pool - Commercial and Residential	Valuation of < \$1000	\$35
	Valuation of \$1001 - \$50,000	\$35.00 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof to and including \$50,000.
	Valuation of \$50,001 - \$100,000	\$260 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof to and including \$100,000.
	Valuation of \$100,001 - \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof, to and including \$500,000.
	Valuation of \$500,001 and greater	\$1,660.00 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.
Roofing - Commercial and Residential	Valuation of < \$1000	\$35
	Valuation of \$1001 - \$50,000	\$35.00 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof to and including \$50,000.
	Valuation of \$50,001 - \$100,000	\$260 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof to and including \$100,000.
	Valuation of \$100,001 - \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof, to and including \$500,000.
	Valuation of \$500,001 and greater	\$1,660.00 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.
	Contractors' Roof Permit - For Building Contractors installing shingle roof of new construction	\$35
Demolition (Interior - Commercial and Residential)	Structure/Construction Under 500 sq ft	\$50
	Structure/Construction over 500 sq ft	\$100

Plans Review	Residential Building Plans Review	\$25
	Commercial Building Plans Review	50% of the building permit fee
	Commercial Building Plans Review - for 3rd party administration	25% of the building permit fee
	Signs and Fire Safety Systems Plans Review	50% of the permit fee
Residential Plumbing	Permit Issue fee / Minimum Fee	\$35
	Each Fixture	\$3.50
	Water Heater	\$3.50
	Sewer Tap	\$10
	Floor Drain	\$3.50
Commercial Plumbing	1st \$1000 of valuation / Minimum Fee	\$50
	Each additional \$1000 up to \$1,000,000 of valuation	\$8
	Each additional \$1000 over \$1,000,000 of valuation	\$1
	Sewer Tap	\$10
Residential Electrical - New Dwelling; Additions w/Service Change; Rewire w/service change	Permit Issue fee / Minimum Fee	\$35
	1st 1500 sq ft	\$15
	Each additional 500 sq ft	\$2.50
Residential Electrical - Additions to existing dwelling (w/o service change)	Permit Issue fee / Minimum Fee	\$35
	1st 500 sq ft	\$10
	Each additional 500 sq ft	\$2.50

Residential Electrical - New Circuits added to existing dwellings	Permit Issue fee / Minimum Fee	\$35
	1st circuit	\$10
	Each additional circuit	\$2.50
Residential Electrical - Other Electrical Permits *includes issuing fee	Commercial Pool	\$65
	Swimming Pool	\$35
	Temporary / PrePower to structure	\$30
	Temporary Pole	\$35
	Mobile Home Service Pole	\$35
	Service Change	\$35
	Service Repair	\$35
Commercial Electrical	1st \$1000 of valuation / Minimum Fee	\$50
	Each additional \$1000 up to \$1,000,000 of valuation	\$8
	Each additional \$1000 over \$1,000,000 of valuation	\$1
Residential Mechanical - Heating, Ventilation, A/C, Duct work, and Refrigeration	1st \$1000 of valuation / Minimum Fee	\$35
	Each additional \$1000 of valuation for New Construction	\$3
	Each additional \$1,000 or fraction of valuation for mechanical change outs	\$3
Commercial Mechanical	1st \$1000 of valuation / Minimum Fee	\$50
	Each additional \$1000 up to \$1,000,000 of valuation	\$8
	Each additional \$1000 over \$1,000,000 of valuation	\$1
Mechanical Hood Installation	1st \$1000 of valuation	\$50
	Each additional \$1000 up to \$1,000,000 of valuation	\$8

Residential Gas	Permit Issue fee / Minimum Fee	\$35
	Water Heater	\$1.50
	Gas Piping for 1-3 outlets	\$10
	Each Additional outlet for 4 or more outlets	\$1.50
Commercial Gas	1st \$1000 of valuation / Minimum Fee	\$50
	Each additional \$1000 up to \$1,000,000 of valuation	\$8
	Each additional \$1000 over \$1,000,000 of valuation	\$1
Work without Permits	Double Fee	Double the permit fee or \$100, whichever is greater
Reinspection	Fee for each reinspection for all trades	30 \$75
Manufactured Home	Set up of Single Wide Manufactured Home	\$75
	Set up of Double Wide Manufactured Home	\$100
	Set up of Triple Wide Manufactured Home	\$150
Tent Permit	Commercial tents or Tents larger than 10' x 10'	\$65
Fire Safety Inspection Permit - Standard Life Safety or Fire Prevention Inspection	1st 3000 square feet & up to 5 residential units	5 \$60
	Over 3000 square feet & up to 10000 square feet	7 \$85
	Over 10,000 square feet & up to 50,000 square feet	100 \$110
	Over 50,000 square feet	200 \$210
	Each Additional 1000 square feet over 50,000	\$1.50

Fire Safety Inspection - Standard Life Safety or Fire Prevention Inspection for Pre- License Inspection	1st 3000 square feet & up to 5 residential units	50 \$60
	Over 3000 square feet & up to 10000 square feet	75 \$85
	Over 10,000 square feet & up to 50,000 square feet	100 \$110
	Over 50,000 square feet	200 210
	Each Additional 1000 square feet over 50,000	\$1.50
Fire Suppression - New Construction	Piping for Suppression, for less than 5000 square feet	55 \$66
	Each additional 1000 square feet over 5000 square feet	4 \$5
	Each Device / Sprinkler Head	\$1
	Each Fire Cabinet	\$15
	Fire Pump Connection	\$15
	Garbage or Laundry Chute per Floor	4 \$5
	Hood Suppression <u>with up to 5 heads</u>	25 \$56
	<u>Underground Hydro Inspection, Pressure Test and Flush</u>	\$150
<u>Hydrant Flow Test</u>	\$200	
Commercial Fire Alarm & Annunciator	Basic Fee	55 \$66
	<u>Plus \$5 for each additional thousand sq ft or fraction thereof</u>	<u>\$5</u>
	<u>Per Device</u>	<u>\$1</u>

Renovation or Repair - Fire Suppression System	Up to \$5000 estimated job cost <u>Per additional thousand of job cost or fraction thereof</u>	55 <u>\$66</u>	<u>\$5</u>
Renovation or Repair - Fire alarm, Fire or smoke detection and annunciator systems:	Up to \$5000 estimated job cost <u>Plus \$5 for each additional thousand of job cost or fraction th</u>	55 <u>\$66</u>	\$5

Fire Safety Reinspection fee **\$75**

Pile Burning \$50

Low Voltage - Residential & Commercial	Issue (per ss 553.793)		\$40
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Sign	Permit Issue fee		\$65
	Off Premises		\$185
	On Premises		\$65
	Signs Plans Review		50% of the permit fee

Competency Card	1st time and renewals		\$50 for 2 years if renewed in September, \$50 per year if renewed in months other than September
	Journeyman		\$10
	Out of County		\$150
	Out of State		\$300

Surcharge	Required FL DBPR Surcharge		1.0% or \$2 whichever is >
	Required FL DCA Surcharge		1.5% or \$2 whichever is >

Address	Each New Address	\$40 each
	Subdivisions, Each address for 1 to 7 addresses	\$40 each
	Subdivision, Each address for 8 or more addresses	\$10 each
Off-Site Staging	Fee for use of an area off-premises from the property under construction as a staging area for that construction	\$50
Refunds	Fifty percent (50%) of the paid permit fee may be refunded provided no inspections have been made.	50% of permit fee
Permit Transfer / Contractor Change	New permit holder will pay 100% of the original permit fee provided construction is less than 90% completed.	100% of original
Copies	Fee per page	\$0.15
Document Retrieval fee		\$25 per hour
Alternate Energy Permits	Issuing / minimum charge	\$50
	1st \$1000 of valuation	\$50
	Each additional \$1000 up to \$1,000,000 of valuation	\$8
	Each additional \$1000 over \$1,000,000 of valuation	\$1
Change of Occupancy Fee	For the change of occupancy of any building or structure	\$50.00

Private Provider Discounts	Commercial Building Inspections	18%
	Residential Dwelling Inspections	
	One-Story Dwelling	\$321
	Two-Story Dwelling	\$321.00 plus 7% discount
	Three-Story and above Dwelling	\$321 plus 10% discount
	Over-the Counter permits	30%
	Commercial Plans Review	25%
	Residential Plans Review	\$15

REGULAR AGENDA

ITEM 1

MEMORANDUM

COLIN BAENZIGER & ASSOCIATES

TO: Mayor and City Council
Panama City Beach, FL

FROM: Colin Baenziger

DATE: July 2, 2020

RE: City Clerk Search Update: Recommended Candidates

The following is a summary of the three candidates (from the approximately 18 who applied) that we are recommending the City consider to be its next City Clerk. We believe all the candidates are very strong and that any one of them would do an excellent job for Panama City Beach. Brief summaries of their credentials follow along with an outline.

The Recommended Candidates

- **April Beggerow:** Ms. Beggerow has been the Clerk of Council for the City of Gahanna, OH (population 35,551) since 2019. Previously, she was the Clerk of Council for Reynoldsburg, OH (population 38,278) for six years and she worked for the Ohio Municipal League for thirteen years. Ms. Beggerow enjoys working with other department heads. She respects their job, appreciates their input, and tries to assist as best she can. Her greatest achievements are digitizing Reynoldsburg's files and setting up a public portal in Gahanna for public record searches. Ms. Beggerow has a bachelor's degree in business administration from Mount Vernon Nazarene University and a master's degree in public administration from Kent State University. She is a Certified Municipal Clerk.
- **Ruth Bocchino:** Ms. Bocchino had been with the City of Gladstone, MO (population 27,317) since 2013 and has been the City Clerk since 2014. Previously, she was the Executive Administrative Assistant for the Commissioners in Clay County, MO (population 233,088) for twelve years. She works with department heads for the common goal of bettering their City. Gladstone had a room full of boxes that were past their shred date when she was hired. She held three shredding events and shredded over 400 boxes of materials in the first event alone. She also organized the room so it is neat, they have shelf space for storage, and they can now walk through the aisles. Another accomplishment is their codification which had not been updated for a few years. She is currently scheduling their ninth supplement and their online codification is up to date. Also, she created the web page for the City Clerk which included fillable forms on the website for solicitation permits and liquor applications. Making these processes available online has been extremely beneficial to the community. Ms. Bocchino has taken two years of credit courses towards a degree in business administration. She is a Certified Municipal Clerk and a Missouri Registered Clerk.
- **Lynne Fasone:** Ms. Fasone has been the City Clerk / Clerk of Council for Hilliard, OH (population 36,414) since 2005. Previously she was the Legal Secretary / Administrative Assistant for Baker Hostetler for eight years. Ms. Fasone's management style is tailored to

the individual being supervised. Her current assistant is proactive and produces accurate results. She provides constructive feedback, encouragement, and opportunities for growth. She is proud of her leading role in moving the City from paper packets to electronic packets via iPads and Dropbox in 2012. In 2017 she recommended that they go a step further and transition from iPads to Accela/MinuteTraQ, a Granicus cloud-based product. She was responsible for coordinating the training and mitigation of the information to Granicus. On her recommendation, the City is also transitioning to a more transparent and user-friendly codification company, MuniCode. This project has been stalled due to the pandemic, but they are planning for a fall transition as soon as health considerations allow. Ms. Fasone is certified with the National Association of Parliamentarians. She is a Certified Municipal Clerk, and a Master Municipal Clerk.



City of Panama City Beach

Schedule for City Clerk Candidates

Wednesday, July 8

Arrive Panama City Beach before Noon

(If trouble getting a flight, you can arrive on Tuesday, July 7.)

Room at Candlewood Suites, 16920 Panama City Beach Parkway, (850) 249-4126. This is walking distance to City Hall.

1-3 p.m.: TOUR with PIO Debbie Ward. Candidates arrive at City Hall, 17007 Panama City Beach Parkway, (1.5 blocks west of hotel). Will visit various departments.

6 p.m.: Dinner at Runaway Island, 14521 Front Beach Road, with candidates and spouses and Mayor, City Council, City Manager, City Attorneys and their spouses/partners. Attire is business/resort casual.

Thursday, July 9

8-9:30 a.m.: 30-minute group Interview with staff to include City Manager Tony O'Rourke, City Attorney Amy Myers, Assistant City Attorney Cole Davis, Finance Director Holly White, PIO Debbie Ward, and interim/former City Clerk Jo Smith.

8:30 a.m.-12:10 p.m.: One-on-one interviews with members of the City Council; you will rotate through five interviews approximately 20 minutes each in length with time allowed for breaks in between. Interviews with Staff are 30 minutes. Interviews with Mayor/City Council are 20 minutes.

Time	Staff	Mayor Sheldon	Councilman Casto	Councilman Chester	Councilman McConnell	Councilman Jarman
8 a.m.	Lynne					
8:30 a.m.	Ruthie				Lynne	
9 a.m.	April				Ruthie	Lynne
9:30 a.m.				Lynne	April	Ruthie
10 a.m.			Lynne	Ruthie		April
10:25 a.m.			Ruthie	April		
10:50 a.m.			April			
11 a.m.		Lynne				
11:25		Ruthie				
11:50		April				

12:15 p.m.: Candidate Lunch with City Staff at Salty Sue's, 17501 Panama City Beach Parkway, less than one mile west of City Hall.

Afternoon free.

6 p.m.: City Council meeting, City Hall. Candidates will be individually called up before the Mayor and Council for questions.

If the City Council selects a Clerk that night, be prepared for negotiations to begin immediately.

Potential Interview Questions

It is suggested that each member of the governing body ask the same questions of each candidate.

Candidate Traits/Experience/ Qualifications

1. Provide a brief summary of your education and work experience.
2. Please briefly describe your experience with:
 - Agendas for City Council, Pension Board
 - Meeting Minutes
 - Records Management
 - Public Records Requests
 - Bid Openings
 - Meeting Notices
 - Administrative Support
 - Scheduling and Calendars
 - Financial Closure Statement Filings
3. How would you describe your leadership and management styles?

Interaction with Governing Body

1. What do you perceive to be the City Clerk's role in working with the governing body, local government attorney and others?
2. What are your expectations of the governing body in relations to:
 - A. Yourself
 - B. Other staff
3. How and when do you communicate with the governing body?
4. Are you aware of the salary range for this position?

Candidate Thoughts on Role of City Clerk

1. In your opinion, what role should the City Clerk have in the community?
2. Do you believe the City Clerk should be an active member of a service or fraternal organization? If yes, why?
3. How do you deal with the news media?
4. How do you deal with special interest or single interest groups?
5. What is the best way for a City Clerk to deal with an angry constituent?

Personnel Experience

1. How and when do you delegate responsibility and authority?
2. Have you ever had to discipline, demote or fire an employee? Please elaborate.
3. How do you educate, encourage and motivate your staff?
4. Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities and equal opportunity?
5. Have charges of violation of state or federal employment laws or a grievance ever been filed against you or your City? Please explain.
6. What in your opinion is the most serious issue today in City Clerk functions?

Intergovernmental Relations Experience

1. What experience have you had in dealing with:
 - Councils of government/governmental agencies?
 - County government?
 - Other local governments (schools, parks, etc.)?
 - State agencies?
 - Federal agencies?
 - State legislature?

External Organizational and Professional Association Relations

1. Have you been an active participant in the activities of a national city clerk association, or a state, city or county city clerk association, the International Institute of City Clerks or other professional organizations devoted to city clerk training and development? Please give examples of your activities.
2. Are you an International Institute of City Clerks Credentialed City Clerk? If so, how do you fulfill your annual professional development requirement?



City of Panama City Beach, FL

*City Clerk
Semi-Finalists*

Colin Buezniger & Associates
2055 South Atlantic Avenue
Suite 504
Daytona Beach Shores, FL
32118
Cell: (561) 707-3537

Panama City Beach: City Clerk Semi-Finalists

**Candidate Materials: Reviewing and
Interpreting Them**

Suggestions for Reviewing Candidate Materials

The materials contained herein are prepared to provide you with information concerning the candidates we are recommending you consider. The materials we and the candidates prepare are designed to provide you with information first and foremost concerning the candidate's ability to do the job. You can then review the materials and determine which candidates you wish to interview.

As you can see, what we have for each candidate is often fairly extensive. When you review the materials, we recommend you begin with:

- The Candidate's Resume. This document provides a brief history of the candidate's employment and possibly some personal information.
- The Candidate's Cover Letter and Introduction. These have been prepared by the candidate and offer insight into what the individual feels is important and his/her ability to communicate.
- The References. These materials provide information concerning what people who know the candidate think about the individual. It is important to note that people are often reluctant to say anything negative about a candidate so even though we push fairly hard to get them to identify weaknesses, the weaknesses and negatives are often limited. Further, if a candidate's references are poor or if we see significant red flags, we generally do not present that individual. We also attempt to reach references who know the candidate but were not provided.

The other materials for each candidate are important as well but probably do not need the same level of attention. They are:

- The Internet / Newspaper Archives Materials. These materials provide information concerning the issues the candidate has dealt with and what he/she has done well and not so well. We do not recommend that you read these materials word for word but rather you scan them and carefully read the sections you feel are the most important. Please also see the following pages for comments concerning the Internet's limitations.
- The Background Checks. For the most part, the Candidates we present tend to have very few if any items of note on their records.

It is important to understand what is provided in the background checks and what it not. First, National Criminal Information Center (NCIC) is the gold standard for reviewing someone's criminal past. Its use, however, is limited to law enforcement agencies for specific purposes. It is not something we have access to. Our nationwide criminal checks are run through a database assembled from data from a wide range of state and local agencies and is not as complete as the NCIC database. Nonetheless, we have confidence in it and have used it successfully for years. Further, we supplement it with checks of the databases of the county and state of residence.

Section 1

You also need to be aware the criminal databases we use contain convictions and not allegations, complaints, or arrests (unless these lead to a conviction). We also do not check records in family court. The reason is cases are often emotional and parties are not always truthful in attempting to achieve their desired goal. If the allegations are serious and substantiated, they are generally found in the criminal records or covered in the newspaper, at least for people with significant positions in the public sector. Further, a substantial body of law exists concerning what can and cannot be considered in government employment. For example, it is illegal to use a bankruptcy as the basis for not considering a candidate.

Overall, we try to focus on someone's ability to perform the duties of their job. We do not delve into their personal lives which can be murky. It should also be noted that a large body of law exists concerning what can and cannot be considered and it varies from state to state. We try to stay safely on the right side of the line, both for our own sake and that of our clients.

The other thing to consider is we do not want you to be surprised. Even if you cannot legally use a matter in your decision making, if it has been reported, we want you to hear about it from us rather than a third party. That way we can present you with a fair and unbiased analysis of the situation and you can determine what weight is appropriate to give the matter in your decision making.

CB&A Background Checks

**Background Check Summary for
APRIL L. BEGGEROW**

Criminal Records Checks:

Nationwide Criminal Records Search	No Records Found
County	
Franklin County, OH	Results Pending
Fairfield County, OH	No Records Found
Licking County, OH	No Records Found
State	
Ohio	Records Maintained by County. See Above.

Civil Records Checks:

County	
Franklin County, OH	No Records Found
Fairfield County, OH	No Records Found
Licking County, OH	No Records Found
Federal	
Ohio	No Records Found

Motor Vehicle

Ohio	No Records Found
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Credit

No negative credit reporting in the past seven years covered by the credit check.

Bankruptcy

May 2002 - Chapter 7
Disposition: September 2002, Discharged
September 2002, Terminated

September 2004 - Chapter 13
Disposition: September 2009, Terminated

**See personal disclosure*

Education

Confirmed

Employment

Confirmed

**Background Check Summary for
APRIL L. BEGGEROW**

Under the Fair Credit Reporting Act, 15 U.S.C. 1681-1681Y, credit and bankruptcy information are very sensitive and should not be used in the consideration of hiring. The information is included for each candidate because we do not want you to be surprised if third parties raise what they consider to be a concern. Also, some states have limited the reporting to seven years, so any records older than that will not be available in those states.

**Background Check Summary for
APRIL L. BEGGEROW
Personal Disclosure**

Name of Applicant: April Beggerow

The following questions are designed so that we will be able to make full disclosure to our client concerning your background. Please answer them honestly. Cutting corners or misrepresenting your past will result in you being eliminated from all further searches conducted by this firm. We understand that frivolous charges are sometimes made and that charges do not mean you were guilty. We also understand that you may have been wronged and needed to seek compensation. The bottom line is that we want to be certain that our client is fully informed. If you have any questions, please contact us for clarification.

Please explain any yes answers on a separate sheet of paper.

1. Have you ever been charged or convicted of a felony?
Yes No
2. Have you ever been accused of or have been involved in a domestic violence or abuse incident?
Yes No
3. Have you ever declared bankruptcy or been an owner in a business that did so?
Yes No (see attached to LCC-6)
4. Have you ever been the subject of a civil rights violation complaint that was investigated or resulted in a lawsuit?
Yes No
5. Have you ever been the subject of a sexual harassment complaint that was investigated or resulted in a lawsuit?
Yes No
6. Have you ever been charged with driving while intoxicated?
Yes No
7. Have you ever sued a current or former employer?
Yes No
8. Do you have a personal LinkedIn, Face Book or other type of Web Page?
Yes No
9. Do you have a personal Twitter Account?
Yes No
10. Is there anything else in your background that, if made public, would cause you, our client or our firm embarrassment if it came to light through the press or any other mechanism?
Yes No
11. Please provide a list of any lawsuits in which you are or have been a party either as plaintiff or defendant.

Attested to: 
Signature of Applicant

Please email this form via PDF DOCUMENT to Lynelle@ch-assn.com or via fax to (888) 539-6531 no later than 5:00 PM PST 06/12/2020.
(Note: Please be sure to sign the form with your actual signature if you are sending Fax or PDF Document)

CB&A Reference Notes

**Reference Notes
April Beggerow**

**Krystal Gonchar – Deputy Clerk of Council, City of Gahanna, OH 614-342-4091
614-943-9510**

Ms. Gonchar has worked directly with Ms. Beggerow since 2019. Ms. Gonchar previously had known Ms. Beggerow as part of their clerks' network.

Ms. Beggerow' positive, energetic attitude is contagious in the workplace. She proactively approaches her tasks, which Ms. Gonchar appreciates. Ms. Beggerow has an especially kind heart, and Ms. Gonchar would hate to see someone take advantage of that characteristic. Ms. Beggerow has foresight and great follow-through. When Ms. Beggerow came to the City of Gahanna, the work environment was chaotic. Even though she was just one person, she looked into all the tasks she needed to do, came up with a plan, and implemented that plan. Now, despite the COVID-19 pandemic, the City has come to the point where they should be.

Ms. Beggerow is phenomenal with maintaining an organization's records and coordinating administrative functions. She has taken a mostly paper environment and converted it digitally, something she did in another office before coming to the City. Though the City had almost 80% of its records converted digitally, Ms. Beggerow managed to get the rest of the records mostly converted. She also has gone through and completely reviewed the city codes, which had been behind for approximately five years. Aside from day-to-day administration stuff, she organizes seven administrators without becoming overwhelmed.

Creativity often stems from curiosity, which Ms. Beggerow has displayed on many occasions. For instance, she went through the City's complex legislation software and became curious about parts less frequently used. She took extra training to learn more about these sections to better utilize the entire system. Ms. Beggerow also solves problems. She has great diplomacy as she capably communicates and works with Council members from different political parties. She is resourceful and quite receptive when handling requests. She willingly takes on extra work because she completes her tasks rather quickly and is well organized.

As an excellent oral and written communicator, Ms. Beggerow keeps others well informed. Much of her work involves writing. She revises and captures thoughts from administrators when working on legislation and memos. She has kept Ms. Gonchar informed through frequent emails, texts, and weekly check-in calls.

Many of the ideas Ms. Beggerow has come up with were utilized in her previous job. While sometimes people exhibit resistance to change, many people have been open to Ms. Beggerow's changes. She is a charismatic person who makes you want to follow through with the changes she suggests. She has made good decisions and has consistently aided Ms. Gonchar. Ms. Beggerow is analytical and thinks deeply about her options before coming to someone else.

Ms. Beggerow keeps accurate minutes. In the City of Gahanna, meetings often use audio and video. Ms. Beggerow has remained focused while taking notes, controlling audio and video feeds, and keeping track of emotions in the room. With the pandemic, she has dealt with

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additional responsibilities of managing Zoom and other video calls. Despite all these responsibilities, she still publishes her notes in a timely manner.

Quite customer service oriented, Ms. Beggerow has good relationships with different department directors and deputy directors. She has been fairly flexible with some people and helps others meet the Council Office deadlines. Even during recent administration changes with whole new group of elected officials, Ms. Beggerow has built relationships.

Ms. Beggerow has handled some controversy due to dealing with different political parties in Council. She has often been stuck in the middle when trying to come up with solutions because of the complexity of keeping all seven bosses happy. She wants to do what they ask, but sometimes their requests compete with one another. However, Ms. Beggerow remains diplomatic and respectful to all Council members. On a personal level, she has not been involved in anything controversial as far as Ms. Gonchar knows.

Ms. Gonchar is unaware of anything in Ms. Beggerow's background or conduct that might concern a future employer. Because Ms. Beggerow has been a part of both state and international clerk associations, she has gone through extensive background checks. She is a well-known clerk who has spent much of her time volunteering for both types of associations, and she has an active group of clerks who have spoken highly of Ms. Beggerow. These sentiments are why Ms. Gonchar initially hired Ms. Beggerow.

Ms. Gonchar would absolutely rehire Ms. Beggerow to be Clerk. Ms. Gonchar supports Ms. Beggerow's pursuits, but Ms. Gonchar will be sad to see Ms. Beggerow leave. Ms. Beggerow has been great to work with. She has incredible drive, and she will be great wherever she goes.

Words or phrases used to describe April Beggerow:

- Positive,
- Energetic,
- Creative,
- Curious,
- Intelligent
- Kind, and
- Practical.

Strengths: Proactive attitude, foresight, follow-through, ability to work in a chaotic environment.

Weaknesses: Ms. Beggerow has a kind heart, and Ms. Gonchar would hate to see someone take advantage of Ms. Beggerow for this characteristic.

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Matt Roth - Assistant City Attorney, City of Gahanna, OH 614-579-1872 614-342-4085

Mr. Roth has known and worked with Ms. Beggerow since 2013 when he was the Reynoldsburg City Attorney and Ms. Beggerow became the Clerk of Council. Later, both Mr. Roth and Ms. Beggerow went to the City of Gahanna with the same positions.

Ms. Beggerow is great and does a terrific job. She is exceptionally diligent in a tough position. She performs well standing separate from Council and administration as she places legislation on the agenda. Because of her involvement in the Ohio and National Clerks Associations, she ensures everyone complies with the rules. As she faces compliance difficulties, she sometimes has to train others.

Ms. Beggerow does well when she is unaware of an answer. She often has come to Mr. Roth's office to ask for legal counsel, and she listens to good advice. She communicates well, as seen in her interactions with Mr. Roth. She is electronically savvy. She emails and texts him on occasion, especially as she works remotely since March 2020.

In her jobs at the Cities of Reynoldsburg and Gahanna, Ms. Beggerow replaced clerks who had been in the positions for a long time without doing their jobs properly. As such, Ms. Beggerow had to file documents correctly and update city code. She has done quite well with maintaining the organizations' records and coordinating administrative functions.

Ms. Beggerow generally works by herself on the City Council agenda, but she accomplishes people's requests regarding legislation. If a meeting is to happen on a Monday, she makes the Thursday prior her deadline for requests. She is well organized and consistently completes her work on time.

As a problem solver, Ms. Beggerow has done fairly well. She looks into the rules behind City Council, and she finds answers when she does not know the answer. She usually has a copy of the codes in her hand when she shows up at Mr. Roth's doorway to discuss a code she has found and what may need to happen. She makes good decisions. She knows her job and does well. She wants to do well and takes her job seriously.

Overall, Ms. Beggerow functions at a high level. At times, she may vent some frustration she has about a difficult person when talking one-on-one with Mr. Roth, but she remains calm when with that person. She gets the job done, even when dealing with difficult people. She is also customer service oriented. She has few dealings with the public, but she has been responsive to her superiors. When Council or department heads ask her a question, she messages them right away. She is in charge of her job and responds to everyone as she accomplishes her tasks.

Though she has little room for creativity in her position, Ms. Beggerow is creative in her personality. For example, she is a colorful person. She occasionally colors her hair, and she is especially inquisitive. She takes weekend classes, such as on birding or making jewelry. Both

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Ms. Beggerow and her husband have even become Ohio realtors as a sideline business. Ms. Beggerow is a well-rounded person who knows much and constantly expands her horizons.

Ms. Beggerow has maintained good relationships and conduct. Mr. Roth is quite familiar with the Ohio Municipal League, and many people ask about Ms. Beggerow when Mr. Roth attends League meetings. Even though she no longer works with the City of Reynoldsburg, she is greatly appreciated there. Some Reynoldsburg Council members were unhappy with Ms. Beggerow's departure, especially because she did so well. She made them look good. They did not want someone inexperienced to take her place. In fact, the person who took Ms. Beggerow's has frequently gone to lunch with Ms. Beggerow to receive advice for the job.

Mr. Roth was unhappy when Ms. Beggerow told him she was looking for another job. However, he understands her intentions. The City of Gahanna has experienced some issues, and now the City faces funding issues with the COVID-19 pandemic. He is unaware of anything in Ms. Beggerow's conduct that will concern or embarrass a future employer. Mr. Roth would hire her and would love to continue working with her if given the opportunity. She is diligent and educated. She has made a good Clerk.

Words or phrases used to describe April Beggerow:

- Diligent,
- Educated,
- Colorful,
- Well rounded,
- Knowledgeable, and
- Electronically savvy.

Strengths: Involved in the Ohio Clerks Association, compliance follow-through, records maintenance.

Weaknesses: None identified.

Tami Kelly – Clerk of Council, City of Grover City, OH 614-277-3065

Ms. Kelly has known Ms. Beggerow since approximately 2005. They first met when working for the Ohio Municipal League where Ms. Beggerow assisted the Clerk Association. Ms. Beggerow was assigned to Ms. Kelly's group to help with conferences.

Ms. Kelly was impressed with how Ms. Beggerow wanted to become a clerk. After working with the Ohio Municipal League and learning about the clerk's profession, Ms. Beggerow decided to work toward this goal. She ended up taking over someone's position when that person retired after working for nearly 35 years, and Ms. Beggerow did well filling in her predecessor's

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exemplary shoes. Ms. Beggerow has similarly had to step up in her current role as a Gahanna City Clerk because she now takes care of staff.

Ms. Beggerow does well with challenging circumstances. She has grown and educated herself in many aspects concerning clerkship. She is not averse to going to school to learn new things, as evidenced in her work to receive her Master of Municipal Clerk Certificate. If she encounters something in a Municipality she is unfamiliar with, she proactively learns about that aspect. She also has grown to capably interact and manage several different personalities on Council. Because each member has specific goals, Ms. Beggerow balances helping Council members accomplish their goals while educating members on what they can and cannot do.

Ms. Beggerow does well maintaining an organization's records and coordinating administrative functions, which has greatly pleased the City of Reynoldsburg. When Ms. Kelly took Ms. Beggerow to lunch after first starting, Ms. Beggerow said she needed to clean out a particularly cluttered storage room. Ms. Kelly told Ms. Beggerow to handle one box at a time, and Ms. Beggerow systemically went through everything. Ms. Beggerow even had Council agree to purchase software to keep all legislative items in one digital package. As such, the software has made documents more organized and easier to find. Administration has even had an easier time submitting tasks to Ms. Beggerow on time.

Overall, Ms. Beggerow has good communication skills. She clearly states what she wants and has a good handle on how to follow up with questions when needed. Through the Clerk's Association, Ms. Beggerow has kept Ms. Kelly informed at quarterly meetings and semi-annual conferences. If Ms. Beggerow has questions, she can contact other clerks in their network. When Ms. Kelly asks for help, Ms. Beggerow responds quickly if she has what Ms. Kelly needs.

Ms. Beggerow makes sound recommendations on matters in her area of responsibility. She makes respectable decisions. She takes good notes and produces accurate meeting summaries. She is customer service oriented toward city leaders and the public. To help Council members make informed decisions, she reaches out to communities to gather information.

Ms. Kelly has not seen any tense situations Ms. Beggerow may have been in. However, Ms. Kelly has known how the Reynoldsburg City Council once had a difficult time with a particular issue. Ms. Beggerow reached out to local jurisdictions to find information on how those communities dealt with similar issues. She was able to draw from different perspectives to help the Council handle the general public well.

Ms. Kelly is unaware of anything in Ms. Beggerow's background or conduct that might concern a future employer. If Ms. Kelly knew a Municipality was looking for a Clerk, she would let Ms. Beggerow know. Ms. Beggerow is ready to get the job done and work for the community. Her desire to be a Clerk after helping with conferences before being part of the profession speaks highly of her qualities. She will be an asset for any community and will be a good Clerk.

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April Beggerow**

Words or phrases used to describe April Beggerow:

- Happy,
- Strong,
- Inclusive,
- Polite,
- Nice young lady, and
- Helpful.

Strengths: Writing skills, proactive self-learning, personality management, ability to balance responsibilities.

Weaknesses: She was quiet when the Ohio Municipal League first met her, but Ms. Beggerow has since become less shy.

Sandra Boller – Human Resources Director, City of Reynoldsburg, OH 614-322-6800

Ms. Boller has known Ms. Beggerow since 2013. Ms. Boller was part of the search and process of hiring Ms. Beggerow and came to know Ms. Beggerow through working together for the City. Ms. Beggerow later went to a neighboring community to broaden her scope and to work on greater challenges after finishing her master's degree.

Ms. Beggerow had a great personality and was quite funny. When situations grew serious, she cracked down on her work professionally and refrained from complaining about people. She was a good associate.

Ms. Beggerow was efficient and exceptionally hardworking. She had good attention to details, often reading through documents with a clear understanding. Though handling many complaints was difficult at times, she dealt with these issues with great professionalism and pleasantness. She also had good public speaking skills, as evidenced when she read the minutes into the records every Monday night at Council meetings.

On occasion when different Council members sent her messages over the weekend, Ms. Beggerow went online and provided answers by that evening. She took her job seriously and wanted to make sure she provided the best service possible. She was responsive to others. She helped people reword their writing for better clarification. To keep others informed, she continuously published meeting minutes. She communicated clearly, spoke well, and possessed good keyboarding skills.

Ms. Beggerow treated others fairly and professionally. With seven different bosses on Council, she balanced several different opinions regarding political issues. She ensured everyone's voice

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April Beggerow

was heard, though some people might have viewed her fairness as a weakness because they wanted only their views to be heard.

As an organized person, Ms. Beggerow accomplished her tasks in a timely manner. She worked with Directors to feed information into the agenda, and she sent out agendas ahead of time. She kept everyone on task by sending out reminders. When some people added last minute agenda items, she was quite agreeable.

Ms. Beggerow understood records and record retention. She capably maintained the organization's records and coordinated administrative functions. She was fantastic. When Ms. Beggerow first started working for the City of Reynoldsburg, the filing system was terrible. Her predecessor had hoarded papers without a clear naming convention, which made tracking records difficult. However, Ms. Beggerow found an efficient and better system as she slowly put these records in order. She put documents online so employees might easily find information. She bound and restored particularly old documents, thus helping these records be in good shape much later in the future. She even recorded Council meetings online. If she encountered a bad process, she researched ways to correct or improve that process. She brought efficiency to the office, making information available within just a couple clicks on the computer.

When Ms. Beggerow began implementing the records software, she set up training for everyone. As people figured out the software, some individuals missed deadlines. Ms. Beggerow politely reminded these people and helped them meet their deadlines. She knew working together was best for everyone's work. She had a strong customer service mentality with the City and took on tasks outside her responsibilities to take care of the agenda. Moreover, she was customer service oriented with the public. For example, some citizens fought about a certain dog that the City had banned. These people bombarded Ms. Beggerow with different city record requests, often repeatedly. However, Ms. Beggerow was consistently accommodating and became quite friendly to one of these residents. She helped and researched a record when possible. She was a good representative of the Council's Office.

Ms. Beggerow generally made good decisions. She remained calm in tense situations. When one or two Council members were irritated or spoke over others, she calmly interrupted the situation to keep people in order. She also functioned at a high level during these situations. If Ms. Boller texted Ms. Beggerow during meetings about whether a piece of legislation had emergency language, Ms. Beggerow answered the text without anyone noticing. She did her job without seeming flustered. She also reminded Council if members forgot to do something, like vote.

Ms. Beggerow had a creative mind. She thought through processes. When she came to the City, she figured out how to work with a particularly tight budget. In her personal life, she used her creativity to make jewelry and participate in other projects.

Despite other people dividing over controversial situations, Ms. Beggerow stayed in the middle. She knew these disputes were outside her role and decision-making capabilities. She kept the right mind frame. Ms. Boller is unaware of anything in Ms. Beggerow's background that will

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April Beggerow

concern a future employer. Ms. Boller would love to have Ms. Beggerow back and would hire her to be Clerk. Ms. Beggerow had a great relationship with Reynoldsburg city administration. She will make a great Clerk, and a future employer will receive a wonderful person.

Words or phrases used to describe April Beggerow:

- Efficient,
- Exceptionally hardworking,
- Good attention to details,
- Can remain neutral in situations,
- Quite calming,
- Professional,
- Pleasant, and
- Dedicated to constantly learning.

Strengths: Public speaking abilities, professionalism, communication skills, keyboarding abilities.

Weaknesses: None identified.

Jed Hood – Deputy Director, Ohio Ethics Committee, OH 614-202-2852

Mr. Hood worked with Ms. Beggerow between 2013 and 2018 when they worked together for the City of Reynoldsburg. At the time, he was City Attorney, and she was the Clerk of Council. She worked with Mr. Hood's department to ensure they were in compliance. They had daily conversations and mainly went to each other's office for in-person discussions. They worked well together.

Ms. Beggerow was a pleasure to work with. She was basically the administrative officer of City Council, which consisted of part-time members. She worked fulltime with other City Administration on day-to-day operations. She helped preside over Council meetings to work on the minutes. She was well dedicated to the job and was a one-person operation. Organized and self-starting, Ms. Beggerow quickly became accustomed to receiving assignments and completing tasks without delegation.

At the beginning, she was concerned with asking for help. She may have had a personality where she wanted to get to know people before reaching out to help, especially when she did not know anyone yet. Because Mr. Hood had a similar mindset, he tried to assure her that she was not bothering people by asking for help. After this initial hesitation, she did well.

In Ohio, many city leaders were required to take records training. Ms. Beggerow was in charge of ensuring that either Council members or designees took care of that training. She was a part of bringing the City up to current standards because she saw how others in her network of clerks

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managed records differently. She had a vendor to electronically copy all the City's old records to be more user-friendly when others skimmed through the documents. She was more than proficient in maintaining an organization's records. Additionally, as secretary of the Records Commission, she coordinated semiannual meetings to discuss how to keep records and how to prepare records for destruction according to policy.

Ms. Beggerow managed her responsibilities well. Because the building was open to citizens, many local government leaders were expected to deal with residents' requests. Ms. Beggerow was responsive to Mr. Hood and Council's requests. She often gathered these requests in advance and seriously addressed these needs.

Mr. Hood and Ms. Beggerow once had a conversation about being customer service oriented. When Ms. Beggerow came, the City had begun to forget to emphasize this characteristic, as evidenced by city employees often burrowing into their work when citizens wandered into the building seeking help. Mr. Hood and Ms. Beggerow worked to change this culture. In fact, Ms. Beggerow was often the one to ask those wandering residents if they needed help. Mr. Hood and Ms. Beggerow believed in the importance of addressing and looking into a person's questions, even if the outcome was not what that person expected.

Ms. Beggerow generally made good decisions. She provided good recommendations and was someone Mr. Hood relied for input on when undertaking new initiatives because of her valuable background in municipal law. She also understood how serving at a local government level prevented the decision-maker from hiding from a poor decision. She connected to the people and was responsible for her choices. She also did well when handling the seven personalities of City Council. Despite having many different bosses and needing to ensure their general happiness, Ms. Beggerow rose above these challenges to ensure her superiors conducted business properly.

Mr. Hood is unaware of any controversy or background issue regarding Ms. Beggerow. Mr. Hood was happy to see her move up, but he was sad to see her leave the City of Reynoldsburg. He would happily rehire her tomorrow if he had a position available. She was driven and organized in her job and her education. She balanced being a fulltime student and a fulltime employee. She was honest, such as when she mentioned weaknesses in her skillsets. She was likeable even when she was just barely hired. Many had a high regard for her, both personally and professionally. She was a fantastic asset to the City of Reynoldsburg. She will be great for any future employer as a Clerk.

Words or phrases used to describe April Beggerow:

- Driven,
- Honest,
- Likeable,
- Customer service oriented,
- Reliable, and
- Pleasure to work with.

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April Beggerow**

Strengths: Dedication to the job, self-starter.

Weaknesses: At the beginning, she was concerned with asking for help. She may have had a personality where she wanted to get to know people before reaching out to help, especially because she did not know anyone yet.

Dee Werberich – Clerk of Council, City of Moraine, OH 937-535-1005

Ms. Werberich has only known Ms. Beggerow through the Ohio Municipal Clerk Association (OMCA) since approximately 2015. Ms. Werberich currently presides over the OMCA, and Ms. Beggerow is the Chair of the Legislative Committee.

Ms. Beggerow is smart, thorough, and witty. As Chair of the OMCA Legislative Committee, she is well versed on bylaws, policies, and procedures. She thoroughly ensures the OMCA follows the rules. She is incredible. Even though she has been on the Legislative Committee only since August 2019, she capably knows state bylaws and procedures by memory.

Both women have gotten along for a long time, even before Ms. Werberich became president. Ms. Werberich loves Ms. Beggerow. If Ms. Werberich needs questions answered, Ms. Beggerow responds quickly. Ms. Beggerow is available whenever Ms. Werberich needs help and has been consistently responsive to Ms. Werberich's requests. Ms. Beggerow keeps Ms. Werberich informed whenever Ms. Beggerow works on tasks from the OMCA Board. Ms. Werberich also has monthly phone calls with her Chairs on items they received from meetings.

Ms. Beggerow has solved large problems for the OMCA. For example, the Association had some issues with bylaws that were inconsistent with existing policies and procedures, which governed the OMCA. Policies governed the OMCA, whereas bylaws governed the Board. Whenever bylaws were in a different language than the policies, the Association experienced great difficulties. After finding these severe issues, Ms. Beggerow corrected the language to better match policies and bylaws.

In a similar stance, Ms. Beggerow has provided good recommendations on matters in her area of responsibility. She has kept the Board and Ms. Werberich in compliance with bylaws, policies, and procedures. Ms. Werberich usually looks toward Ms. Beggerow to make sure the OMCA follows proper guidelines. In daily matters, Ms. Beggerow is quite knowledgeable in how the OMCA must remain compliant with state laws. Ms. Werberich has been glad to have Ms. Beggerow to help keep the OMCA on track.

Ms. Beggerow is incredibly smart. Generally, Ms. Beggerow remains calm in tense situations. She is highly functional and is hardly bothered by others. She simply states the facts. She sticks to policies and the correct procedures. She is not confrontational.

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April Beggerow**

Ms. Werberich is unaware of any controversy or background issues regarding Ms. Beggerow that might concern a future employer. Ms. Werberich would hire Ms. Beggerow if given the opportunity. Ms. Beggerow is well respected on the OMCA Board. She is a top-notch individual who is insightful and proactive. She uses common sense, rather than thinking reactively. She tends to be forward thinking and thinks ahead before a problem can become an emergency. She will be a good Municipal Clerk.

Words or phrases used to describe April Beggerow:

- Smart,
- Thorough,
- Witty,
- Insightful,
- Uses common sense,
- Professional, and
- Proactive.

Strengths: Thoroughness, intelligence.

Weaknesses: She tends to be quiet.

**Eric Snowden – former Planning and Zoning Administrator, City of Reynoldsburg, OH
614-282-2639**

Mr. Snowden has known Ms. Beggerow since approximately 2015. He first met her when he oversaw the Zoning Department as they worked for the City of Reynoldsburg. Mr. Snowden later became a Zoning Inspector Coordinator.

When Mr. Snowden and Ms. Beggerow worked together, they coordinated together every week. They had positive interactions, even when they had some conflict. They worked together to figure out how to find resolution, rather than resort to backbiting. They cared about their staff and other people working with them. They coordinated predominately via email, though they communicated directly or in writing at monthly meetings. Ms. Beggerow even had a computer system to assist City Council in coordinating legislation. This system allowed all city staff to relay information about ongoing legislation.

Ms. Beggerow was dedicated to the work of the public. She thoroughly processed her responsibilities at the Clerk and Council's Office. She had a great attitude about challenges and change. When several changes occurred in the Clerk of Council and Planning Divisions, she patiently managed these processes well. She also capably managed the different personalities from Council. She was firm but kind. When procedures and regulations were sent out, she stated the requirements while being kind.

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Mr. Snowden and Ms. Beggerow worked closely on multiple projects between their two departments. She was fully capable of managing an organization's records and coordinating administrative functions. If records were in a poor state, she put together a game plan to maintain efficiency and manage the situation effectively. If no procedures were in place or problems existed with current procedures, she found the appropriate people to brainstorm ideas. Though she did not necessarily give what others wanted, she skillfully gave constituents, Council, administrative staff, City Managers, and the public what they needed.

Because she knew certain tasks and information was important to Mr. Snowden, Ms. Beggerow willingly paused her work to help Mr. Snowden. She passed on information he needed, and he tried to do the same for her. She was quite responsive within the framework and guidelines of public services. She effectively solved problems, whether systemic, operational, or challenging in general. She worked through processes to implement clarity when clarity was difficult to find.

Though Ms. Beggerow did not have the capacity to be creative in her position, she worked hard to find solutions to benefit stakeholders and address as many issues as possible. She made good recommendations and knew how to manage the legislative process. She worked especially hard with the Council to effectively educate members on what needed to happen during meetings. Her minutes were accurate, and Mr. Snowden never noticed any issues in deliverables the Council requested.

Often quite pleasant and gregarious, Ms. Beggerow remained calm during tense situations. She was one of the more levelheaded staff members and kept her eyes on long-term goals. She refrained from the petty bickering other elected officials joined. Besides typical office politics, Ms. Beggerow was not involved in controversial matters. She did not violate ethics. In fact, she was the voice of reason on a number of occasions when others argued amongst themselves.

Ms. Beggerow consistently tried assisting others. She focused on processes and process improvements. When she came to Reynoldsburg, she took a system that had been broken for several years and kept the peace while modernizing that system.

Mr. Snowden is unaware of anything in Ms. Beggerow's professional background that will concern a future employer. If he had the chance to work with her again, he would gladly take that opportunity. As a note, Mr. Snowden and Ms. Beggerow worked for a strong mayor-form of government. Though this type of government has different dynamics than other municipalities, Ms. Beggerow's skills will transfer to any municipality. She is good at what she does. She is patient and persistent with change as necessary. She will be a good Clerk.

Words or phrases used to describe April Beggerow:

- Dedicated,
- Thorough,
- Great attitude,

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- Patient with change,
- Persistent with change if needed,
- Firm,
- Kind, and
- Voice of reason to the Council.

Strengths: Managing processes under change, balancing firmness with kindness, personality management.

Weaknesses: Sometimes she wants to please everyone, which is difficult in her position.

Brad McCloud – Attorney in Principal, McCloud Law, Columbus, OH 614-561-4526

Mr. McCloud was Mayor fulltime for the City of Reynoldsburg when the Council hired Ms. Beggerow as Clerk of Council in 2013. He worked closely with her after she was hired. Though Ms. Beggerow no longer works for the City, Mr. McCloud has kept in touch via weekly texts.

Ms. Beggerow's predecessor made every request a power game and a territorial battle between city administrators. However, Ms. Beggerow took a different attitude from the first day she worked for the City. She recognized everyone was on the same team, and she adopted the mentality of working together. She was especially helpful and innovative. She was receptive to updating and modernizing areas of her responsibility.

Ms. Beggerow was exceptionally responsive to requests. For instance, when Mr. McCloud was Mayor, he sometimes called Ms. Beggerow to see if she knew something. She often looked up information on his request and got back to him. She effectively solved problems, consistently engaging others in her problem solving process because she understood two brains were better than one. After brainstorming, she put her plan into motion.

As an organized individual, Ms. Beggerow did an outstanding job maintaining records and coordinating administrative functions. She was particularly good at looking at an issue to find ways to improve that issue. She found and fully implemented improvements. In some instances at Council meetings, Ms. Beggerow could have been more assertive when questions came up. She felt it was not in her place to answer the question, even though she knew the answer. If she had spoken up, her answers might have better helped Council navigate through some issues, though her quietness was not necessarily a weakness.

Ms. Beggerow often initiated communications through face-to-face dialogue to discuss her current projects. For example, she digitized older documents the City still possessed, and she put these digital copies into a searchable format. During the entire process, she communicated what she was doing, what the result might look like, and what the process looked like at the moment.

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Mr. McCloud was greatly impressed with Ms. Beggerow. He thought quite highly of her and her abilities. She provided particularly good recommendations. She made sound, strong decisions as she gathered information before making a decision. She took good notes and produced accurate meeting summaries. She was creative and timely.

Sometimes, tension occurred in Council meetings because of miscommunications, misstatements of facts, or misunderstandings. Ms. Beggerow did well handling a misstatement and getting the Council back on track. For example, after repeating what others said based on their intentions behind their statement, Ms. Beggerow then provided explanations for those individuals' questions. She was customer service oriented and dealt well with everyone. She did her job and kept herself away from controversy. With internal City customer service, she provided all with the same level of service.

Mr. McCloud has worked with Ms. Beggerow for almost a decade, and he is unaware of anything in Ms. Beggerow's background that might embarrass or concern a future employer. If she were a candidate for him again, he would not think twice before hiring her. Ms. Beggerow was universally respected and a breath of fresh air. Rather than act like her predecessor who stuck to past processes, Ms. Beggerow adopted a team approach to improve the City. She respected the past. She included elected officials and staff in her improvements. She saw projects through. She has been a good Municipal Clerk.

Words or phrases used to describe April Beggerow:

- Helpful,
- Innovative,
- Creative,
- Thorough,
- Universally respected, and
- Breath of fresh air.

Strengths: Organization skills, finding and implementing improvements.

Weaknesses: In some instances at Council meetings, Ms. Beggerow could have been more assertive when questions came up. During these instances, she felt it was not in her place to answer the question, even though she knew the answer.

Donna Bauman – Parks and Recreation Director, City of Reynoldsburg, OH 614-322-6806

Ms. Bauman has known Ms. Beggerow since at least 2015. They met each other when Ms. Beggerow was City Manager and Ms. Bauman was Parks and Recreation Director for the City of Reynoldsburg. Ms. Beggerow eventually left for job growth or due to a change in Council,

Reference Notes
April Beggerow

though Ms. Bauman has not been privy to the details. Ms. Bauman and Ms. Beggerow have had a good relationship.

Ms. Beggerow worked on numerous projects with the Parks and Recreation Department. She emailed continuously, held Face Time calls, and stopped by the office to keep Ms. Bauman informed. To have uninterrupted discussions, Ms. Bauman and Ms. Beggerow went to lunch to discuss ongoing projects.

Ms. Beggerow performed thorough work. If she was unsure of an answer, she came back with one. She was sincerely personable, bubbly, and quite likeable. She was continuously pleasant and kind. She knew how to speak with different groups of individuals without being degrading or demeaning. She was kind and patient. She helped others figure out their problems without making people feel embarrassed. Sometimes, Ms. Beggerow took on too many tasks. She had a hard time saying no to those who ask for help at the last minute. However, she accomplished her tasks in a timely manner.

Being creative, Ms. Beggerow did quite well maintaining the organization's records and coordinating administrative functions. She organized and centralized numerous city records dating back to the 1970s and 1980s so others might easily search for these records. She also took accurate notes summarizing meetings and events.

Ms. Beggerow solved problems well by first looking at the whole situation. She broke down the issue into parts she knew how to immediately solve and parts she saw as more complicated. As such, she prioritized issues so she might better dive into the more complicated parts.

Ms. Beggerow made levelheaded decisions based on research. She refrained from making decisions based on personal opinions. Rather, she focused on what was legally correct and what was in the best interest of the community. She made good recommendations on matters in her area of responsibility. She was customer service oriented with Department Heads, Council, and staff. She was friendly and customer service oriented with the public. She handled interactions with cantankerous residents wonderfully.

With her relaxed personality, Ms. Beggerow hardly ever seemed uptight during tense situations. Ms. Bauman never saw Ms. Beggerow agitated or frustrated when under pressure. Instead, Ms. Beggerow handled tense moments beautifully and capably functioned at a high level.

Ms. Bauman is unaware of anything in Ms. Beggerow's background or conduct that will concern a future employer. Ms. Bauman misses Ms. Beggerow and would absolutely hire Ms. Beggerow if given a chance. Ms. Beggerow is dedicated, fun, and free spirited. Whoever hires her will be quite lucky to have her. Ms. Beggerow has been and will continue to make a good Clerk.

Reference Notes
April Beggerow

Words or phrases used to describe April Beggerow:

- Thorough,
- Personable,
- Bubbly,
- Pleasant,
- Kind,
- Dedicated,
- Fun person, and
- Free spirit.

Strengths: Interpersonal skills, kindness, patience.

Weaknesses: Ms. Beggerow sometimes took on too many tasks. She had a hard time saying no to those who ask for help at the last minute.

Mollie Prasher – Clerk of Council, City of Reynoldsburg, OH 614-322-6836

Ms. Prasher has known Ms. Beggerow since approximately 2010. They initially met when Ms. Beggerow was a contact for the Ohio Municipal Clerks Association (OMCA), before Ms. Beggerow became a clerk. They have since worked on various committees. Since 2018, they have served on the Board together.

Ms. Beggerow left the City of Reynoldsburg to go to a nearby city with a slight difference in how the municipality functioned. The City of Gahanna reached out to her because its Council wanted to have guidance in moving from four to two meetings per month. This position also a better financial opportunity. After Ms. Beggerow left the City of Reynoldsburg, Ms. Prasher filled the open clerk position.

Ms. Prasher has mainly worked with Ms. Beggerow through the OMCA. However, Ms. Prasher has a unique perspective on Ms. Beggerow's work, having been Ms. Beggerow's replacement. Though Ms. Prasher is particular with how she organizes her work, she has been impressed with Ms. Beggerow's methods. In only a few instances has Ms. Prasher been confused by Ms. Beggerow's work. Ms. Prasher rarely finds flaws or mistakes.

Ms. Beggerow is highly regarded in the City of Reynoldsburg for her work. Many City employees and former Council members have praised her. She used electronic and digital means to bring the City into the 21st Century.

As a clerk, Ms. Beggerow understands and maintains the patience necessary for her position. Clerks are in a position to tell other when and what to do. However, clerks must be subtler about how they approach others, especially with elected officials who may not be as receptive to

Reference Notes
April Beggerow

commands. Ms. Beggerow's biggest challenge is having enough finesse in her delivery, but she is still learning.

Ms. Beggerow takes initiative. She produces her work correctly. She has also done well keeping Ms. Prasher and the OMCA informed. Ms. Beggerow has organized weekly online meetings for OMCA members to stay connected both professionally and personally. In other situations, Ms. Beggerow has kept Ms. Prasher well informed. Ms. Beggerow is a wonderful email responder. She lets others know she has received their email, she gives regular status reports, and she has kept Council apprised with ongoing matters. When she sees something that needs to be done, she starts working right away.

Ms. Beggerow solves problems. In 2019, Ms. Beggerow was on a committee where she struggled to work with her co-chair. She found a communication method that allowed them to work together without Ms. Beggerow becoming frustrated. They successfully completed the task their committed had given them. Additionally, Ms. Beggerow did much coordination to bring Council meetings from four times a month to only two times per month.

Overall, Ms. Beggerow has strong decision-making skills. Before purchasing software for the City, she researched several types. She chose one that was best adaptable to the people who needed the software. When dealing with outside people's concerns, she successfully chose the right medium to address those concerns. Ms. Beggerow has the ability to look at a variety of options. She willingly looks at other ideas to creatively solve a problem.

When handling stressful situations, Ms. Beggerow uses great diplomacy skills. She has done well addressing confrontational or difficult situations in a calm, rational manner. She only vents her frustrations in appropriate places where she knows she has good support. Though Ms. Prasher has not often seen Ms. Beggerow in confrontational moments, Ms. Prasher has read paperwork and heard people's accounts of how well Ms. Beggerow handled something. Ms. Beggerow possesses the ability to satisfy people's requests, even if she has been unable to give people what they want.

Ms. Prasher is unaware of any personal controversy or anything in Ms. Beggerow's background that will concern a future employer. Ms. Prasher has only heard positive comments about Ms. Beggerow and highly regards Ms. Beggerow. If given the opportunity, Ms. Prasher would hire Ms. Beggerow in a minute. Ms. Beggerow is goal- and detail-oriented. She is unafraid to stand up for City rules and codes. In fact, she has gone against the City Attorney or the Council when they have not followed protocol. Whoever considers hiring Ms. Beggerow will be pleased with her work performance. She is someone who will start the job immediately. She has made an excellent Clerk.

Reference Notes
April Beggerow

Words or phrases used to describe April Beggerow:

- Hardworking,
- Dedicated,
- Funny,
- Great personality,
- Detail-oriented,
- Team player,
- Honest, and
- Reliable.

Strengths: Attention to detail, team player, ability to maintain confidence, taking initiative, diplomacy skills.

Weaknesses: Ms. Beggerow's biggest challenge is having enough finesse in her delivery, but she is still learning.

Prepared by: Danielle Dayton
Colin Baenziger & Associates

Section 2

CB&A Internet Research

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

[CB&A Note: Only the information relevant to **April L. Beggerow** is listed below.]

<https://www.ohioparliamentarians.org/index.html>
2020, Spring

Ohio Association of Parliamentarians

The Ohio Association of Parliamentarians WELCOMES the following members who recently qualified as members of the National Association of Parliamentarians and were announced in the spring issue of National Parliamentarian:

April Beggerow, Member-at-Large

The object of the Ohio Association of Parliamentarians (OAP) is to promote the study of parliamentary procedure and the educational programs of the National Association of Parliamentarians (NAP).

Our goal is to encourage the understanding and use of the Robert's Rules of Order to enable groups of all types and sizes to meet effectively, making decisions in a fair and consistent process that makes good use of everyone's time.

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

The Columbus Dispatch (OH)
June 24, 2019

Updated: Gahanna Council Votes to Restore Funding for At-Risk Admin Posts
Author: Marla K. Kuhlman

Gahanna is experiencing a reboot of sorts, thanks to revenue to be generated from voters' approval in May of Issue 12, an income-tax increase from 1.5% to 2.5%, with a credit increase from 83.33% to 100% for those who pay municipal taxes elsewhere. Gahanna City Council reversed course and agreed to fully fund positions through 2019 that were at risk of being defunded July 1.

At Mayor Tom Kneeland's request, council voted June 17 to appropriate funds that restore a 2.5% wage increase for unclassified staff, adds a police lieutenant and police analyst back to the force and fully funds the director of parks and recreation, economic-development manager, forestry foreman and the planning-and-zoning administrator. Council voted 6-0 in favor of the request, with council member Brian Larick absent. Those voting "yes" were president Brian Metzbower, Stephen Renner, Karen Angelou, Jamie Leeseberg, Nancy McGregor and Michael Schnetzer.

"I feel really good that we finally have a solid financial plan for the balance of the year," Kneeland said following the meeting. "I'm sure with a new administration, there will likely be some additional changes in 2020. But at least we have an adequate level of staff and funding to handle the projects and programs for the balance of 2019," he said. "There will still be a few gaps in some new programs, like the rental-code enforcement, but we will continue to develop the program and roll it out incrementally for the balance of the year."

Kneeland decided not to seek re-election in the November general election. "We are looking forward to hitting the reset button and working to restore Gahanna to the level of services that (residents) deserve," Metzbower said. "I want to thank you for your patience, as we felt maybe we appeared to be discombobulated a little bit," Renner said, addressing the public and city employees. "But we wanted to make sure that we reset some of these ordinances after all the hubbub of Issue 12. "And so congratulations, you have your raises. Congratulations, we have everybody funded. That's a very good thing in my book that we have our city now reset to the beginning."

Thanks to the passage of Issue 12, Renner said, the city now is funded for the future, and that's a positive thing. Issue 12 is estimated to generate about \$9 million annually when fully implemented and assuming 100% compliance, Schnetzer said. "One word that could describe this year and some of what has been going on with council is tumultuous," Metzbower said. "With the budget issues, extending the budget into January and then putting Issue 12 on the ballot, a lot has been going on." In the past six months, he said, a lot has been accomplished. "I'm optimistic as to what we can continue to do for the future of this city," Metzbower said. "I think this will go down as some of the most important six months in quite a long time."

Internet – Newspaper Archives Searches

April L. Beggerow

(Articles are in reverse chronological order)

Kneeland said in a June 12 memo to council that Gahanna residents have come to expect exceptional customer service. He said the correspondence was in response to Larick's request for the "value" of having a position in house rather than contracted out. Larick has said he couldn't fund a position if he didn't know the value it serves. "The citizens of Gahanna voted to support the capital improvements and operations of the city," Kneeland wrote. "The supplemental request to fund the positions and salary increase are critical to continuing exceptional customer service for Gahanna residents."

Prior to council's vote to fund the positions, resident Jeannie Hoffman said council should approve dollar amounts, not personnel or specific positions. From the outside looking in, she said, it seems like some council members are trying to make personnel decisions that are to be made solely by the mayor. "The mayor was elected by the citizens of Gahanna to manage our city," she said. "It's 100% his responsibility to appoint and remove directors. Defunding a position that's spelled out by charter feels a lot like micromanaging the mayor and setting the city up for failure."

Hoffman said this is not the time for descriptions of why an employee is of value to the community. "We have to trust Mayor Kneeland and his staff are making decisions with the best interest of the community always at the forefront of his mind," she said. "These positions to be defunded were obviously of value when they were budgeted for 2019 and all years prior. Budget time is the appropriate time to be looking at every position and the value it brings to the community." Angelou said she's glad the legislation was approved, moving the city forward. "The city is too good not to move it forward," she said.

Council also approved legislation to appoint **April Beggerow** as clerk of council. Her appointment became effective June 24. She has worked as Reynoldsburg's council clerk since October 2013. **Beggerow** previously worked for the Ohio Municipal League in Columbus for 13 years.

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

This Week Community News (OH)
June 4, 2018

Reynoldsburg Council Considers \$46K Upgrade of Sound System

Author: Pamela Willis

Residents unable to attend Reynoldsburg City Council meetings could soon be able to listen to recordings of the sessions, in addition to reading minutes on the city website. Reynoldsburg City Council is expected to adopt emergency legislation June 11 to approve a contract with Sound Communications for a complete update of the sound system in council chambers at a cost of \$46,418.95. Council heard the first reading of the ordinance May 29. “A large chunk of the sound system is original to the building, although there have been pieces added to the original system,” Clerk of Council **April Beggerow** said. “I am hoping the recordings will be clear so that I can properly transcribe them for the minutes.”

Most pieces of the city sound system date back to the 1990s, she said. Because the council room microphones have not been working properly at times, it has been necessary for **Beggerow** to write “inaudible” into the transcribed minutes when someone’s comments cannot be heard. “The Sunshine laws do not require verbatim descriptions of comments, but the City Council members prefer a verbatim description of the meetings,” she said. She said the four microphones farthest from the control panel either don’t work at all or don’t work well enough for recordings and on May 15, the floor microphones also began to fail. “The recording playbacks were nearly inaudible,” she said. The sound system update would allow **Beggerow** to post a podcast or recording of each council meeting, which could be available on the city website for up to two weeks. “I had a sound cloud account where I was posting the recordings, but the recent recordings have been so bad that I didn’t post them,” she said “People sounded like they were under water.”

According to the proposed contract, Sound Communications will rebuild the sound system, including the head unit located in the council records room, including new wiring, new control panels and microphones. The company will also install hearing-assistance devices for hearing-impaired audience members and new computer/recording hardware and software. Councilman Marshall Spalding said a new sound system is sorely needed. “We need an update not only for City Council meetings, but also for the school board, since they use our building,” he said. “There are so many new mechanisms to communication now, and people really do want to know what is going on.” He said many citizens are not able to attend City Council or school board meetings because of their schedules. “This update is really for the citizens of the city,” Spalding said. “There is no one that sits on the council that would not support this.”

Beggerow said the city did receive another bid for the work, but it was for \$20,000 for a partial rebuild of the system. She said it included only the replacement of the head unit, wiring and a new control panel, with no upgrades to the microphones or recording software.

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

This Week Community News (OH)
September 16, 2016

Tough Slog for Good Cause

Author: Pamela Willis

The Heroes for Heroes 5K obstacle race Sept. 11 at Civic Park had a dual purpose this year, according to race committee member Michelle Brennan: to honor the 15th anniversary of the 9/11 terrorist attacks and help a good cause. Proceeds from the \$60 team registration fee will go to Hope for Warriors, which supports combat veterans dealing with post-traumatic stress disorder or who are having trouble returning to civilian life. Ninety-three people on 31 teams braved the course on Sunday and most had tales to tell when they finished.

The course was “extra muddy” after the previous night’s hard rain and was “extra smelly” too, according to Reynoldsburg City Councilman Barth Cotner, who wore a Cotner Nation T-shirt and red, white and blue face paint. He said the race was tough -- crawling through pits of mud, in drainage pipe tunnels, climbing walls and crossing creeks -- not to mention the sled pull, where one team member rides a pull sled while others drag them 25 yards down the course and back. Cotner was on the Beauties and the BEAST team with Josh Long and Lisa Wood. “It’s a team event, of course, but I had to work really hard to keep up with my teammates,” Cotner said. “My teammates are really good, so I was pushing myself so they didn’t have to do all the work.” He said it was fun to work together and compete against other teams. “I love to see events like this in our community,” Cotner said. “These things bring people together. I think this race can become even a bigger event that friends and family can come out to and support.”

In addition to Brennan, who works in the city’s Parks and Recreation Department, the race committee included Recreation Director Donna Bauman, Police Chief Jim O’Neill, Bailey Sparks, Lt. Bill Early and DARE Officer Michele Fulton. Brennan said other obstacles included building a wooden tower, climbing a wall, scrambling over towered straw bales and flipping huge tires. One memorable moment, she said, was Reynoldsburg police Officer Tony Hines singing the national anthem. Also memorable was the team of Dominic and Nick Garreffa. “They were a father-son combo team,” Brennan said. “They have been running together for a couple of years, and the son was excited to participate in an obstacle race course.”

Reynoldsburg Clerk of Council **April Beggerow** said this was her first year to run in the race, on team Pan Galactic Overlords with Carrie Acosta and Audrey Velderrain. “My teammates are both seasoned runners,” Beggerow said. “I am not.” She said the hardest obstacle was the first one. “I got stuck in the very first obstacle, a mud/swamp-filled nasty ditch,” she said. “At one point, I was so stuck, I unintentionally had a seat in that nasty muck.” She said the hardest obstacles were that first ditch and the very last obstacle. “It was a mud crawl through a net and culverts into even more mud,” she said. “We were not even worried about mud by the time we were done.”

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

Fulton was on the race committee last year, but this was her first year to run the race, with her cousins Jenna Fonovic and Erika Trobenter. Lt. Early was also on the team, but was injured and unable to race. “I am a half-marathoner, so I am not one to get involved with obstacles and mud, but I wanted to be part of the 15th anniversary of 9/11,” Fulton said. “The event’s cause for the first responders is very personal for me.” She said the course was challenging, but she was struck by the way people stepped up to help others. “I found it uplifting to see all teams were helping one another, even if it put their own team behind,” she said. “Our team was having difficulty over on the wall, and a gentleman from another team gave me a boost over the wall. “I loved being on the course and seeing and feeling like no one would be left behind,” she said.

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

This Week Community News (OH)
August 24, 2016

Late Fees Could Mean Liens

Author: This Week News

For some years now, property owners who fall behind on fees due to the city for services such as water and sewer -- and for “involuntary” services such as having the city mow weeds if the property owner does not do so -- have found themselves with higher property-tax bills. That’s because city and state laws allow Reynoldsburg to assess delinquent bills as part of property tax collections. In September, garbage collection may be added to that list of services for which late fees will “attach” to the property and be collected by the county auditor as part of property-tax collections. It’s one of the items Reynoldsburg City Council will deal with when it returns from its annual summer recess.

The proposed ordinance “is still in the reading process,” Clerk of Council **April Beggerow** said. “It’s up for adoption in September.” For a city council to adopt an ordinance, it must have three public readings at separate council meetings in order to give the public time to know what laws are being proposed. Proposed ordinances ordinarily become law 30 days after they are approved at the third reading. Exceptions are made for emergency legislation when separate readings can be waived and the law can be made effective immediately. This is often done for contracts and circumstances when the council feels the law must take effect prior to the time required for three separate council meetings.

The proposed ordinance that would allow late collections to be assessed with property taxes is not classified as emergency legislation. It could take effect in October, if council members approve it in September. The refuse-collection ordinance would join existing laws that have been in effect for some time, allowing the city to assess other delinquent bills, usually utility bills. The new ordinance, if approved, would not itself result in any assessments; it merely would authorize the city to request the county auditor to do so.

To actually impose a property-tax lien on each affected property, council must pass legislation authorizing individual assessments when they are due. “It’s not automatic,” **Beggerow** said. “So far, it’s been a once a year thing. In July, before council goes on August recess, we pass the legislation saying, ‘Here’s what we’ve got for the previous year (in delinquent water, sewer and other similar bills).’ It’s done retroactively, so for 2016, we do all the 2015 bills. We get a spreadsheet, then authorize the clerk to send it to the auditor’s office.”

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

<https://govsalaries.com/beggerow-april-l-43255733>
2015

Clerk Of Council
City Of Reynoldsburg

April Beggerow L Overview

April Beggerow L in 2015 was employed in City Of Reynoldsburg and had annual salary of \$60,477.

This salary is 25 percent higher than average and 39 percent higher than median salary in City Of Reynoldsburg.

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

[CB&A Note: Only the information relevant to **April L. Beggerow** is listed below.]

Columbus Dispatch, The (OH)
March 12, 2015

Mayor's race has self-proclaimed leader
Author: Lori Kurtzman & Holly Zachariah

If you don't believe the old superstition that bad things come in threes, just look at Reynoldsburg. On a snowy day in January, an older gentleman accidentally plowed his car through the entrance to the city's senior center. On Feb. 20, the sprinkler system broke at the police department and soaked the place. Four days later, the senior center caught fire. "Our insurance people are busy," said city council clerk **April Beggerow**.

City officials say insurance will cover the cost of the damage, but in the meantime they need to ensure that contractors get paid. On Monday night, the city council appropriated \$170,000 from the general fund to pay for the repairs at both buildings.

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April L. Beggerow
(Articles are in reverse chronological order)

This Week Community News (OH)
October 14, 2014

Council Approves Salt Purchase for \$115 Per Ton

Author: Pamela Willis

As a statewide road salt shortage continues, Reynoldsburg will boost its winter salt supplies but will pay twice as much as last year. Reynoldsburg City Council approved a new salt contract as emergency legislation after one reading during its Oct. 13 meeting. Service Director Nathan Burd said 475 tons of salt became available to purchase from the North American Salt Co., which would bring city supplies up to 1,875 tons. He said the total cost will be \$54,672.50. "The purchase would require no new appropriations since that amount is already in the street department budget," he said.

The bid price for salt from North American is \$115.10 per ton. The price last year was \$48.72 per ton. Burd said the city uses about 1,900 tons of road salt in an average winter. "Last year was not an average winter, but this is the only opportunity open to us right now," he said. Thanks to last winter's arctic blast and record snowfall, Reynoldsburg used 4,000 tons of road salt from November 2013 to March, Burd said. "We usually buy about 3,000 tons before each winter," he said. Reynoldsburg belongs to a consortium of Ohio cities that normally buys about 250,000 tons of salt each year to be distributed among its members. That consortium has been able to secure only 25,000 tons so far this year. Burd said the city is "prepping for the worst but hoping for the best." He said the city will find ways to conserve salt if necessary.

Other council action

In other business Monday, council approved an ordinance to enter into a contract with American Legal Publishing to codify city ordinances and provide a seven-year supplement to Reynoldsburg's city code. Members also approved an agreement with IQM2 for software services. Clerk of Council **April Beggerow** said city ordinances have not been codified since 2007. "I'm really looking forward to getting this project done," she said. She said American Legal Publishing will charge about \$11,000 for incorporating seven years of city legislation into a new municipal code of ordinances; preparing a legislative history of each section; and incorporating changes in state statutes that materially affect provisions of the code.

The contract for IQM2 will cost \$1,658 to start (to cover November and December), with a continuing cost of \$829 per month beginning in January. "It is a software program that brings agenda preparation and meeting management into the electronic world," **Beggerow** said. "It will also streamline the legislative request process." She said the program may be used online or offline by city personnel and would eventually have a web portal that is keyword-searchable. She said the general public could then find ordinances, minutes and legislation online. **Beggerow** said preparing paper agendas and packets usually costs about \$2,396 per month. "The program would provide a return on the investment of about \$1,500 per month," she said. Council members meet next in committee meetings at 7:30 p.m. Oct. 20 at the Reynoldsburg Municipal Building, 7232 E. Main St.

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April L. Beggerow
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (Columbus, OH)
December 5, 2013

Committee dissolved
Council action halts plan to review ban on pit bulls
Author: Pamela Willis

An ad hoc committee to study Reynoldsburg's ban on pit bulls apparently is on hold until City Council members can agree on how to balance the member list between pro-pit bull people and those who want to keep the law that calls the dogs "vicious and dangerous." The original ad hoc committee was approved by a 3-2 vote Nov. 12, with five council members present.

Speaking Monday, Dec. 2, Councilman Chris Long said he made a motion to "reconsider" the ad hoc committee member list at the Nov. 25 safety committee meeting "to correct two technicalities that President (Doug) Joseph overlooked." "Council rules state that the creation of an ad hoc committee requires a majority of council to pass," he said. "That would be four votes, but (Joseph) only had three. The president of council is required to submit an agenda with a clear termination date for the committee to complete its work. "President Joseph did not follow that requirement," Long said, "so technically, the committee didn't exist."

Long said he called for another vote on the committee two weeks later by the full council. He made a motion to accept the members of the ad hoc committee who were appointed by Joseph, but then voted against the motion, along with Leslie Kelly, Cornelius McGrady III and Mel Clemens.

Council members Barth Cotner, Monica DeBrock and Scott Barrett voted yes, according to Clerk of Council **April Beggerow**. However, since a majority of four members voted not to accept the structure of the ad hoc committee as written, the committee was dissolved, **Beggerow** said.

City Attorney Jed Hood said the city's official rules of business state that for ordinary business, four members constitute a majority. "We have not had this issue come up in the past," Hood said, "but because Mr. Long voted for the ad hoc committee, he could move to reconsider the motion when all members were present. "The question was whether or not the motion to appoint the committee garnered a majority," he said. "I thought the best way to resolve the dispute was to call it before the full council. They voted not to allow those people to serve on the ad hoc committee."

People on the original ad hoc committee list were Stephen J. Smith, an attorney who has experience with breed-specific issues, including the prosecution of canine cases; Dr. Joel Melin, Reynoldsburg veterinarian and founder of the Animal Care Hospital of Reynoldsburg; Dr. Heath Jolliff, Nationwide Children's Hospital emergency department physician; Bradley Hauser, Reynoldsburg resident and representative of Pit Bulls for Reynoldsburg; Pamela Evans, humane

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

agent with the Licking County Humane Society; and Scott Mueller, a Reynoldsburg-area professional dog trainer and founder of the National K-9 School for Dog Trainers. Hood and Reynoldsburg Police Chief Jim O'Neill also were on the committee list. Long said he thought the committee "had been stacked with almost all pro-pit bull people." "Leslie Kelly and I both agreed that the formation of a committee is a good step in showing we've completed our due diligence in this matter," he said. "Hopefully, we can come up with a balanced committee to replace the original one."

DeBrock said she thought council should begin with the original list and go from there. "We should add additional names of people who will bring their concerns about pit bulls to the discussion," she said. Hauser said any assumption that the original members of the ad hoc committee would be biased toward revising the ban on pit bulls was "blatantly inaccurate." "Council spoke to absolutely none of the original members prior to the dissolution in order to ascertain their viewpoints," he said.

Hauser said Pit Bulls for Reynoldsburg is not going away. "We're in this for the long haul," he said. "We will be closely following the formation of the new ad hoc committee, assuming it actually comes to fruition. We hope that Chris Long and Leslie Kelly will expeditiously follow through on their commitments to aid in the search for alternate members." He said his group will push for more resident involvement and is not "ruling out an initiative petition."

"Probably one of the most frustrating things has been Mel Clemens' and Chris Long's outright refusals to work with us and discuss their viewpoints in greater depth," Hauser said. "People continue to say that the current law is effective and are unable to offer any data in support of that claim. In fact, based on the data we have compiled and presented publicly, the opposite is true."

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

This Week Community News (OH)
October 8, 2013

Beggerow is Hired as Council Clerk, Will Start New Job Oct. 15

Author: Pamela Willis

Reynoldsburg City Council agreed unanimously at a special meeting Oct. 7 to hire Blacklick resident **April Beggerow** to be its clerk, succeeding Teresa Veit, who left Sept. 18 after less than a week on the job. Veit and **Beggerow** were among 42 applicants considered for the position vacated by Nancy Frazier when she retired July 30 after 26 years as clerk of council. **Beggerow** will begin working for Reynoldsburg Tuesday, Oct. 15, at an annual salary of \$53,789, plus \$17,600 in benefits, which include health, dental, vision, life insurance and short-term disability. She has worked for the Ohio Municipal League in Columbus for the past 13 years. She earned a bachelor's degree in business administration from Mount Vernon Nazarene University.

Council President Doug Joseph said **Beggerow** made the short list of applicants from the first. "She was one of our original finalists for the position," he said. "Everyone agreed she would be an excellent choice and addition to our staff. There was very little debate." **Beggerow** said after working with the Ohio Municipal League for 13 years, she wanted to experience city government.

At a glance

April Beggerow will begin working for Reynoldsburg Oct. 15 at an annual salary of \$53,789, plus \$17,600 in benefits, which include health, dental, vision, life insurance and short-term disability. According to her resume, **Beggerow** was responsible for the daily operations of the busy nonprofit lobbying organization, which had an annual budget of \$1,250,000. She said she prepared contracts, correspondence and legislative amendments, sample ordinances and resolutions.

During the finance committee meeting before the special meeting, council members debated an ordinance to make the assistant council clerk position a full-time job. Frazier was working with one part-time person, who retired soon after she did, but that department was originally staffed with one full-time clerk of council and two part-time assistants. Joseph said hiring only a part-time assistant council clerk would not give the city the continuity needed to prevent a future vacancy in the clerk of council position. "A city of this size should, at minimum, have a part-time council clerk, but that does not solve the long-term issue," he said.

Councilman Scott Barrett disagreed. He said the clerk of council position should be updated to make it more electronically efficient, so the office would not put out "mounds of paper documents." "This discussion is premature because a tremendous amount of modernization needs to happen for this position," he said. Joseph indicated that Veit likely left because of the workload. "I think the reason she left is she was overwhelmed," he said. "I would hate to see that happen again because we are afraid to put someone in a supportive role." Councilwoman Monica

Internet – Newspaper Archives Searches
April L. Beggerow
(Articles are in reverse chronological order)

DeBrock said she thought two full-time people should be hired. “I am appalled that a city of our size does not have current codes or current legislation online for people to access,” she said. Councilman Cornelius McGrady III said he understands the needs of the clerk’s job but said the city has operated with one full-time and one part-time person for several years. Councilman Mel Clemens said he thought a full-time employee is needed to “back up the full-time clerk of council. Clemens suggested that an ordinance to replace two part-time assistant clerks with one full-time assistant clerk be forwarded to the full council for a first reading. DeBrock seconded the motion.

Research Compiled by: Amanda Dillabough
 Colin Baenziger & Associates

COLIN BAENZIGER & ASSOCIATES

EXECUTIVE RECRUITING

Section 3

Ruth E. Bocchino

*Panama City Beach
City Clerk Candidate Report*

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Cover Letter and Resume

Section 3

**City of Panama City Beach
17007 Panama City Beach Pkwy
Panama City Beach, FL 32413**

**Ruth Bocchino
4004 NE 59th Street
Gladstone, MO 64119
816-805-5316
ruth.e.bocchino@gmail.com**

RE: City Clerk Position

May 6, 2020

Honorable Mayor and City Council:

I am respectfully notifying you of my interest in pursuing the City Clerk position with the City of Panama City Beach. As a dedicated government employee for eighteen years I have successfully worked with a wide variety of individuals at multiple levels of local, municipal, and state government. Working collaboratively with elected and appointed office holders, peers, and the public, I have always maintained a signature decorum, deference and respect.

My current position with the City of Gladstone grants me valuable experience that I can offer to the City of Panama City Beach and it is extensive. Working as City Clerk has allowed me the unique situation of familiarizing, learning, and understanding nuances of City governance and processes. I have comprehensive experience with boards and commissions, and possess coordination skills that pertain to working with up to 20 boards at any given time. I have a deep understanding of Missouri's Sunshine Law and all it entails as related to posting meetings and notices, creating documentation for Council meetings, originating legal resolutions and ordinances, coordinating documentation workflow and working with all departments on appropriate documentation requirements within tight deadlines; working with the Clay County Election Board - filing dates pertaining to elections, and ensuring appropriate ballot language. In addition, I managed a comprehensive searchable database of City and County resolutions and worked closely with information technology professionals, regularly meeting with staff to closely monitor database and ensure accuracy of information. I have worked with all municipalities within Missouri networking effectively with individuals at every level of government. I'm dedicated to government service, have a passion for working with and for citizens, and enjoy working with committed, professional groups of individuals. I'm sure I can educate myself regarding the Florida Public Records Act.

Having worked in public service for so long, it has led me to search for better ways to positively help support officials, programs, agencies and organizations that can effectively, positively change people's lives. It is in this light that I have dedicated my service to the community for years, helping to ensure ease of governance by our public officials.

I completed and submitted my application on line to the City of Panama City Beach.

Section 3

I am very interested in being considered for the City Clerk and would be honored if you would consider my resume. Please let me know if you would like to schedule an interview. I very much look forward to discussing this opportunity with you. Please contact me at (816) 805-5316 or ruth.e.bocchino@gmail.com.

Sincere Regards,

Ruth Bocchino

Ruth Bocchino

Section 3

RUTH BOCCHINO
4004 NE 59th Street
Gladstone, MO 64119
ruth.e.bocchino@gmail.com
816/805-5316 Cell

OBJECTIVE	To pursue a challenging and rewarding career path that fully utilizes my executive level assistant skills, high-level legal/government/clerical experience and non-profit, public organization business experience and offer an increased opportunity for professional growth
EXPERIENCE	
April 2014 to Present	CITY OF GLADSTONE, MISSOURI GOVERNMENT, Gladstone, MO City Clerk As <u>City Clerk</u> , my responsibilities include attending all sessions of the City Council, keep minutes, record votes, tape and transcribe, prepare the City Council agendas, prepare resolutions and ordinances, official keeper of the records for the City of Gladstone, administer official oaths, prepare public notices for public hearings, serve as the Liquor Control Officer maintaining liquor applications and renewals, maintain contracts for the City of Gladstone. I also perform administrative duties for five Councilmembers, serve as secretary to the Gladstone Special Road District and attend Leadership Team meetings. I am involved in budget preparation for the City and work closely with the City Counselor. I maintain our codification with Municipal Code Corporation and am responsible for supplemental updates. I provide many other support functions in this position, deal with the business and public on a daily basis. I am involved in the Missouri City Clerks and Finance Officers Association as well as the International Institute for Municipal Clerks, working towards education and experience points to earn my Certified Municipal Clerk designation.
February 2013 to April 2014	CITY OF GLADSTONE, MISSOURI GOVERNMENT, Gladstone, MO Legal Assistant / City Counselor As <u>Legal Assistant / City Counselor</u> , my responsibilities included but were not limited to the City of Gladstone's Codification maintenance. In 2013, I worked diligently with all departments and Municipal Code Corporation to ensure the entire Codification was current and I maintained an accurate account of Codification books, supplement updates, and other pertinent information. I worked with the City Clerk to assist in tracking of ordinances, resolutions, cover memos, and associated attachments for council review. I prepared all types of correspondence via US post, email, and telephone communication for the City Counselor. I created an electronic filing system and continued to maintain the filing system on a day-to-day basis for the City Counselor's many responsibilities. I maintained and archived department file records. I assisted with the preparation of the department budget. I was responsible for contract upkeep to make certain all required departments had an original contract document for their files. I created a current bankruptcy spreadsheet and tracked monies owed to the City of Gladstone and filed Proof of Claims for payments to the City. I scheduled meetings, made travel arrangements, researched and compiled data for legal documents and reports. I provided financial input and tracking duties for the department including budget, bill paying, and expense reimbursement. I coordinated and attended monthly Building Commission meetings, prepared packets for public hearings, took minutes and assimilated a spreadsheet with up to date information on the status of structures identified as dangerous buildings. I attended the Administrative Assistants monthly meetings. I furnished support for other departments as needed.
January 2001 to January 2013	CLAY COUNTY MISSOURI GOVERNMENT, Liberty, MO Executive Administrative Assistant / Commission As <u>Executive Administration Assistant / Commission</u> , my responsibilities included but were not limited to overseeing executive level administrative duties and procedures for three Clay County Commissioners, including the Presiding Commissioner. Confidential administrative assistance and support service to both the Clay County Commission and Clay County Administration Offices was critical in my position. In that facet, I researched and resolved issues and problems and relayed that information to select departments as needed by and in direct support of the Clay County Commission. I developed and maintained a comprehensive file base for the County's Boards and Commissions. In addition, I provided continuity in preparation, research, support, documentation and reporting of the County's Budget. I wrote and assembled documentation for the Clay County Commission meetings, including but not limited to Resolutions and Ordinances. I attended Department Head staff meetings, took notes and prepared the minutes. In conjunction with my work for the Clay County Commissioners and Administration Offices, I interacted with the public on a daily basis and handled situations as they may arise. I interacted closely with the Clay County Clerk's office in posting of all meetings when required, developed an innate understanding of the Missouri Sunshine Law, and had a strong supportive relationship with the County Counselor's office. I had direct first contact with the public for Commission inquiries. I was also responsible for ensuring travel arrangements were provided for the Commissioners and executive level administrative staff. In addition to these assignments, I was also responsible for other duties as needed.

Section 3

- May 1999
to December 2000** **PETER SCHLOSS LAW FIRM, Liberty, MO**
Office Manager / Legal Assistant
As *Office Manager / Legal Assistant* my responsibilities focused on conducting executive level legal administrative and managerial support in a fast paced high profile legal environment. My duties included but were not limited to daily direct interaction with Clay County Circuit Courts and the public. I was responsible for producing a variety of accurate legal documentation using dictation and both the computer and typewriter. I maintained and monitored the law firm's filing system and storage to ensure compliance with federal, state and county laws. As part of my clerical work I also answered a multi-line phone system and ordered legal and office supplies as needed. I was also responsible for other duties as assigned.
- February 1995
to May 1999** **DOMESTIC ENGINEER**
Domestic Engineer
As *Domestic Engineer* I took very seriously and excelled at my domestic engineering and parenting work. It was mutually agreed upon and vitally important that we rear our newborn twin boys in their formative years in a stable home environment populated with at least one full time parent. Due to our reduced household income, I worked within a very constrained budget, yet regularly improved our home life with my "can-do" attitude, creative endeavors and teamwork oriented focus, building and maintaining a balanced and positive domestic environment.
- June 1993
to February 1995** **AIRPORT SYSTEMS INTERNATIONAL, Overland Park, KS**
Senior Production Control Planner
As *Senior Production Control Planner* my responsibilities comprised integrating complex product flow coordination throughout the manufacturing cycle. This included planning, scheduling, coordinating and monitoring specified products in order to meet customer shipments. I was responsible for providing a "build schedule" to the manufacturing supervisory staff for navigational equipment assemblage. I interacted as liaison between the Engineering and Purchasing Departments in order to ensure continuity of available raw materials to manufacturing. I also interacted with the Marketing and Sales Department on a daily basis, to monitor and safeguard against labor and capacity loading. I was also responsible for other duties as assigned.
- November 1992
to June 1993** **UNIMARK CORPORATION, Lenexa, KS**
Inventory Control / Production Planning Specialist
As *Inventory Control / Production Planning Specialist*, I was responsible for accurately providing inventory control through extensive analysis of materials and production supply lines. Specifically I analyzed inventory and control requirements as outlined by Unimark Corporation, materials and inventory factoring, and manufacturing inventory order position. I was responsible for providing an inventory and production "build schedule" to manufacturing staff and monitoring inventory process flows to ensure manufacturing compliance to the "build schedule." I interacted as liaison between the Manufacturing and Sales Departments in order to provide regular updates and status notifications. I was responsible for the company's "Direct Inventory Accuracy Program." As part of this program I spearheaded the accuracy of inventory transaction data entry and retrieval project. I analyzed cycle count data, maintained accurate, complex and detailed documentation, analyzed and reported variance anomalies, determined the cause of those anomalies and initiated corrective action. I was also responsible for other duties as assigned.
- November 1990
to October 1992** **TRIMBLE NAVIGATION, LTD, Sunnyvale, CA**
Senior Production Control Planner / Buyer
As *Senior Production Control Planner / Buyer* my duties included responsibility for accurately analyzing inventory control through extensive analysis of materials and production supply lines. I was responsible for providing planning and scheduling final approval of products through production completion cycle. I established production schedules for manufacturing staff, through analysis of labor loading, raw materials availability and manufacturing capacity requirements. I interacted as liaison between manufacturing and management by providing regular updates, inventory and product status notifications, reschedule goods in the event of product design permutations, labor capacities, raw materials and inventory modifications, order blockages, backlogs and any other schedule variation potentially causing output disruption. I was a member of the company's "Repetitive Manufacturing Implementation Team." As part of this program I supervised ten employees and was responsible for a warehouse stockroom with more than 1,000 components vital to production. I managed and maintained accurate cycle count data in an ever-dynamic environment. I analyzed cycle count data, maintained accurate, complex and detailed documentation, analyzed and reported variance anomalies, determined the cause of those anomalies and suggested corrective action to management. I supported all levels of management – upstream and downstream. I was responsible for accuracy of inventory transaction data to all levels of management including but not limited to kit pulling, production staging and bar encoding. In addition I provided support for a contingency of 45 manufacturing employees. I actively monitored and provided continuous updates or bills of material as well as an item master report in a fast paced ever changing consumable component environment. I was also responsible for other duties as assigned.

Section 3

March 1984
to September 1990

VERILINK CORPORATION, San Jose, CA
Inventory Control Analyst / Contract Negotiator

As Contract Negotiator / Inventory Control Analyst I was responsible for accurately analyzing inventory control through for three sub contractors and the In-House Manufacturing Department. I solicited and analyzed bids, monitoring for inconsistencies in quotations. I negotiated contracts based upon reliable research and meticulous, proven methodology. I interacted as liaison between the Engineering Department and external vendors. I placed and aggressively monitored purchase orders, working directly from engineering plans and specifications, in order to ensure production schedules were met. Performance of daily audits, variance investigation analysis, was imperative to solid production and performance measurements. Based upon these analyses, I wrote and published weekly and monthly reports for dissemination into the company's engineering report. I then worked closely with Verilink Corporation's external auditing firm, coordinating, raw materials, physical inventory, internal reports and completed cycle production data. In addition, I performed a multitude of auxiliary duties, including but not limited to sub assemblies staging, material planning for all "freestock" inventory, control processes and procedures, cycle counting for finished goods, field service projections and work in progress. I was also responsible for other duties as assigned.

SKILLS

- Executive Level Administrative Support / Communication
- Government Applications and Processes
- Non-Profit Effectiveness and Efficiency Management
- Relationship Management / Team Oriented
- Management and Supervisory Experience
- Analysis / Development / Confidentiality Assured
- High Profile / Fast Paced / Dynamic Environment
- High Level of Microsoft Windows Office Proficiency
- Engineering / Production
- Project Oriented / Goal Driven
- Mid America Regional Council Supervisory Certificate, Executive Administration Certificate and additional courses

EDUCATION

- Benedictine College, Atchison, MO - Business Administration - two years of credit courses taken and applied towards degree focus
- Additional educational information specifically related to positions held, is available upon request

INTERESTS

Family, Health, Nutrition, Friends, Reading

REFERENCES

Available upon request

Candidate Introduction

RUTH BOCCHINO

EDUCATION AND CERTIFICATIONS

High School Degree, Stanberry R-II High School, Stanberry, MO
Benedictine College, Atchison, KS- 2 years
Certified Municipal Clerk, International Institute of Municipal Clerks
Missouri Registered Clerk, Missouri City Clerk and Finance Officer's Association

EXPERIENCE

City Clerk, City of Gladstone, MO	2014-Present
Legal Assistant, City of Gladstone, MO	2013-2014
Executive Administrative Assistant to the Clay County Commission and County Administrator, Clay County, MO	2001-2013
Peter Schloss Law Firm	1999-2000
Domestic Engineer	1995-1999
Airport Systems	1993-1995

BACKGROUND

The City of Gladstone is a nine square mile City surrounded by Kansas City, MO, with a population of 27,000. I have lived in Gladstone since 2014. I was hired as a legal assistant to the City Attorney in February 2013. When the City Clerk retired, I applied for the position and gratefully accepted. This felt like a natural course for me to take based on my long experience with Clay County Government. Working for a Municipal Government has given me the opportunity to bring my skill set to the particular and oldest position in Municipal Government, City Clerk. I serve the citizens of Gladstone on a daily basis. Gladstone is a close knit community. Prior to moving to Gladstone, which was a requirement for the City Clerk position; I lived in Liberty, MO, just a short distance away. My commitment to the City of Gladstone is demonstrated by my willingness to move my family to a new, exciting, growing community. Gladstone has made major adjustments in the past ten years bringing a lively, economically sound base to our downtown area. It's exciting to be part of the economic development: a new hotel, new apartment complex, upscale dining, and a thriving entertainment district to our downtown area. We recently passed a sales tax increase to support a new ambulance and Public Safety Headquarters. Our community supports our well-run government.

The City of Gladstone has approximately 250 full time employees. We hire part time employees during the summer months. I do not currently directly supervise any employees in my duties as City Clerk, but I have supervised up to 10 employees in my former positions in California.

Our organization faces a dilemma with our redevelopment. Since we are surrounded by Kansas City, MO, we have no room to expand. Therefore, we take our real estate options very seriously.

RUTH BOCCHINO

We are able to acquire land within our limits to create parks, restaurants, hotels, and many, many trails in cooperation with Kansas City. We have our Community Center, City Hall, Linden Square (concerts, summer fests, etc.) in our downtown area and we have made great strides to make this area work for all our residents from all over the City. We have been able to utilize otherwise empty buildings to create an entrepreneurs center, and artist's co-op, and we recently built the Northland Innovation Center/Education Center, all near to our main corridor.

GENERAL MANAGEMENT STYLE AND EXPERIENCE

I so enjoy working for government because I really do like serving citizens. When I worked at Clay County, I had the most amazing Commissioners and County Administrators and it was a joy to work for them. My interest in government only grew and the City Clerk is the best extension of my career that I could imagine. I love working with other City Clerks, meeting new people, discussing our issues and offering each other solutions. It really is a tight knit community we have. Becoming the City Clerk for Panama City Beach feels right for the next step in my career. I'm ready to bring my experience and ideas to new City while continuing to be a life-long learner.

As the City Clerk is the oldest position in Municipal Government, I am very proud to hold this title. Along with great customer service to our citizens and our internal staff, the City Clerk is the hub of the city that touches every department and serves the elected officials on a daily basis. It is our job to make sure the City Council is furnished with the best information possible to make the decisions for the City.

I have so much experience in government. Aside from obtaining my MMC and MRCC, I have also taken several training classes along with attending the Missouri Municipal League conferences, IIMC Annual Conferences, Annual Spring Training, and have grown in this position to make positive changes in my city. I have applied and been awarded over \$2500.00 in scholarships to attend these trainings. I am very budget conscious. I am detail oriented, I am an awesome proofreader, and I love serving the community. I am loyal to my Council, City Manager, and the citizens I serve. I have an education of life in government. I am personable and I treat others with respect. My references will speak to this attribute.

I am a member of the Leadership Team. I deal with every department on a daily basis. Although we don't see each other every day, I am in contact with the Department Heads. We have a great group to work with and we work together for the common goal of bettering our City. The Leadership Team has 30 year employees and three year employees and we respect our differences in approach to any issues that may arise. I get along well with my peers.

The City Council needs to know any and all information regarding the Freedom of Information Act and what is allowed as to meetings, quorums, votes, closed sessions, open sessions, elections, Personal Financial Disclosure reports, campaign reports, lobbying reports, issues in the

RUTH BOCCHINO

community, messages from citizens and constituents, and interactions with Department Heads and the City Manager. Since our Council is not a full time position, we mainly communicate via email. This captures information for purposes of verification regarding Sunshine Laws.

I think my Council would say I'm detailed, to the point, without a lot of fluff. I like to stick to the facts and deal with issues immediately. I also have received positive reviews concerning my job as City Clerk. Very rarely have I made any errors on the agenda and/or minutes for the City Council.

My strengths are my commitment to the City, accuracy and thought into the meetings, agendas, minutes, sunshine requests, and dealing with the public in a positive manner. I rarely miss a day of work outside of vacation. Thank goodness!

My main weakness is probably my impatience. I like to get to the heart of things and figure issues out quickly. I like being able to leave work with a clean desk and a plan for the next day.

My achievements as City Clerk are things such as our Records Room and shredding. The City records room was full of boxes past their shred date. I have processed three shredding events and worked with all departments to update their records for archived documents. The first shredding event I conducted took two days, and we shredded over 400 boxes. The last shredding event we had took only 3 hours and we shredded over 150 boxes. I got rid of all the items in the records room that had been 'dumped' there, just as a storage place that no one looked at. Now, the room is neat, organized, and we can walk through the aisles of shelves. There is actually room on the shelves for storage as required. Another accomplishment I am proud of is our codification. When I started in 2013, it had not been updated for a few years. I took on that project and have been in charge of it since. I am now scheduling our ninth supplement and our online codification is up to date for our citizens. I created a web page for the City Clerk. I created fillable forms on the website for solicitation permits and all liquor applications. This has helped our community immensely.

My biggest mistake was not posting the agenda in time to hold a Commission meeting as regularly scheduled. I never made that mistake again!

At Clay County, I had been asked to keep information from other Commissioners. If the information was pertinent to the County and citizens, I discussed with my County Administrator for a solution. I don't have an example of any ethical dilemma because I have been fortunate to work for and with a super City Council and Commission. I am a very trustworthy person.

My customers are internal and external. I provide the most current information because I keep myself educated about the duties of a City Clerk. If I don't know the answer, I will admit it and find the answer. I am very good about answering inquiries. I don't dismiss anything because it is 'not my job.' I'm not that kind of person. I serve those who I work with, the citizens, and the City Council. I follow up on all inquiries and keep records.

RUTH BOCCHINO

When I feel dissatisfied with a co-worker or the work they are performing that affects my work as City Clerk, I would talk to the person directly first. If that doesn't work, I would talk to my supervisor for additional information on how to resolve the situation. I would explain the issue clearly and in a calm manner. I would not show emotion or anger, because there is most likely an explanation or reason that I am not aware of that could be causing the problem. I am direct and easy to work with. I take all aspects into consideration.

What I would hope to achieve in the first six months would include getting to know the Council and staff. I would focus on the standard practices and learn how the system works. I would concentrate on the daily duties of the City Clerk and any pressing issues. I'm not afraid to work overtime to get the job done while in the learning process.

I do not currently work with the media. We have a public relations person at this time. I do answer questions usually around election time from the media. I send the newspapers our Council Agendas.

I am proud of my past and my work history. I have learned from all of my personal and professional experiences. I have nothing that would embarrass any employer or me.

There would be no one to mar my position as City Clerk. There are always disgruntled citizens who may think that their concerns are not met, but I deal with everyone in a fair and equitable manner.

My husband and I like to go camping, fishing, and boating. We like to go to art festivals and other summer festivals. We also love to hike. We love being with our kids and family. I am an avid reader and I like to watch movies.

REASON FOR WANTING TO LEAVE CURRENT OR MOST RECENT JOB SECTION

I am incredibly happy in my position as City Clerk for the City of Gladstone. The reason I am interested in the job at Panama City Beach is to further my career and use my capabilities in a vibrant coastal community. I can bring positive, trusting change to Panama City Beach. I am extremely excited to have this opportunity to serve.

SIX ADJECTIVES OR PHRASES I WOULD USE TO DESCRIBE MYSELF

- Harmonic Personality
- Empathetic
- Adaptable
- Consistent
- Trustworthy
- Conscientious

RUTH BOCCHINO

CURRENT/MOST RECENT SALARY

My current salary is \$51,000.00 annually, with a monthly car allowance.

CB&A Background Checks

**Background Check Summary for
RUTH E. BOCCHINO**

Criminal Records Checks:

Nationwide Criminal Records Search	No Records Found
County Clay County, MO	No Records Found
State Missouri	No Records Found

Civil Records Checks:

County Clay County, MO	September 2018 – AC Suit on Account Disposition: October 2018, Dismissed <i>*See Next Page for Candidate Explanation of Records Found</i>
Federal Missouri	No Records Found

Motor Vehicle Missouri	No Records Found
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Credit	Very Good
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Bankruptcy	No Records Found
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Education	Attendance Confirmed
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Employment	Confirmed except for Gladstone (02/13 – Present)
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Under the Fair Credit Reporting Act, 15 U.S.C. 1681-1681Y, credit and bankruptcy information are very sensitive and should not be used in the consideration of hiring. The information is included for each candidate because we do not want you to be surprised if third parties raise what they consider to be a concern. Also, some states have limited the reporting to seven years, so any records older than that will not be available in those states.

**Background Check Summary for
RUTH E. BOCCHINO**

From: Ruth Bocchino <ruth.e.bocchino@gmail.com>
To: Lynelle Klein <lynelle@cb-asso.com>
Subject: Re: Background Check Records that Require an Explanation

Good morning. Yes page 12 is me. I had a bill at North Kansas City Hospital and I made monthly payments. NKC Hospital sent me to a collection agency because I wasn't paying it off fast enough for their standards. NKC Hospital didn't tell me I was being sent to a collection agency and I had no notification of who to pay and I missed a payment. That is when I received a letter in the mail from the circuit court. I then paid the balance in full. My financial records are outstanding and I have a super credit rating. Thank you and have a great day.

Ruthie

**Background Check Summary for
RUTH E. BOCCHINO
Personal Disclosure**

Personal Disclosure Questionnaire

Name of Applicant RUTH E. BOCCHINO

The following questions are designed so that we will be able to make full disclosure to our client concerning your background. Please answer them honestly. Cutting corners or misrepresenting your past will result in you being eliminated from all further searches conducted by this firm. We understand that frivolous charges are sometimes made and that charges do not mean you were guilty. We also understand that you may have been wronged and needed to seek compensation. The bottom line is that we want to be certain that our client is fully informed. If you have any questions, please contact us for clarification.

Please explain any yes answers on a separate sheet of paper.

1. Have you ever been charged or convicted of a felony?
Yes No
2. Have you ever been accused of or have been involved in a domestic violence or abuse incident?
Yes No
3. Have you ever declared bankruptcy or been an owner in a business that did so?
Yes No
4. Have you ever been the subject of a civil rights violation complaint that was investigated or resulted in a lawsuit?
Yes No
5. Have you ever been the subject of a sexual harassment complaint that was investigated or resulted in a lawsuit?
Yes No
6. Have you ever been charged with driving while intoxicated?
Yes No
7. Have you ever sued a current or former employer?
Yes No
8. Do you have a personal LinkedIn, Face Book or other type of Web Page?
Yes No
9. Do you have a personal Twitter Account?
Yes No
10. Is there anything else in your background that, if made public, would cause you, our client or our firm embarrassment (it came to light through the press or any other mechanism)?
Yes No
11. Please provide a list of any lawsuits in which you are or have been a party either as plaintiff or defendant.

Attested to Ruth E. Bocchino
Signature of Applicant

Please email this form via PDF DOCUMENT to Lynelle@cb-assy.com or via fax to (888) 539-6531 no later than **5:00 PM PST 06/04/2020**.

(Note: Please be sure to sign the form with your actual signature if you are sending Fax or PDF Document)

CB&A Reference Notes

**Reference Notes
Ruth Bocchino**

Peter Schloss – Attorney, Gladstone, MO 816-301-7477

Mr. Schloss has known Ms. Bocchino since 2000. He managed a law office and she was the secretary. As an employee, she was exceptional. She communicated well with clients and other staff. Her intelligence greatly benefited the office and her cheerful personality was good to work with. Her responsibilities included running the front desk, assisting everyone in the office, and personal support for Mr. Schloss and the other attorneys.

Ms. Bocchino excelled in her interactions with other people. She talked with many clients from every walk of life. She was always kind and personable. No one ever gave a complaint about how she interacted with people. Mr. Schloss was able to trust her completely. He never second-guessed anything she did or said. Ms. Bocchino kept Mr. Schloss informed of her responsibilities. She was effective and always completed projects before the assigned deadline.

In a law office, there is usually a library that requires upkeep. Mr. Schloss never had to train Ms. Bocchino on how to manage the library. She took initiative and learned how to do it herself. She kept every item as current as it could be, despite it being challenging. Every aspect of her job was performed with excellence.

Ms. Bocchino was so effective at her job, Mr. Schloss never had to intercede in any of her projects. He trusted her completely. To manage her job along with the rest of her life, she occasionally took a break. She knew when she was overwhelmed and when she became stressed, she communicated it well. Mr. Schloss found it refreshing to observe Ms. Bocchino work through difficult situations because she did it with ease.

In her supporting position as a secretary, Ms. Bocchino was outstanding. She has since learned more to perfect her skills. She would be fully capable of dealing with the stress of meeting deadlines and being responsible for an organization's history. She has never been involved in anything controversial that negatively reflected on her. She would serve a new community with dedication and kindness.

Words or phrases used to describe Ruth Bocchino:

- Pleasant,
- Hard working,
- Loyal,
- Dedicated, and
- Honest.

Strengths: Self-initiating, thinks outside of the box, cheerful.

Weaknesses: None identified.

**Reference Notes
Ruth Bocchino**

Jeanie Woerner – City Clerk, Raymore, MO 816-803-5836

Ms. Woerner has known Ms. Bocchino since 2014 when Ms. Bocchino started working for Gladstone. They are both city clerks and members of the Missouri City Clerks and Finance Officers Association (MOCCFOA). Ms. Bocchino is passionate about her work and loves to learn new things.

Ms. Bocchino does not just do a job; she does her job well. Her ability to clearly write what occurred in a meeting has helped her stand out as a city clerk. She is thorough and likes things to be in order. She can keep track of events and is a fantastic writer. She is comfortable reaching out to other clerks to gather information and works well within MOCCFOA. When she first started working for Gladstone, she had come from a county government in Clay County. The two municipalities function very differently, and Ms. Bocchino was not afraid to reach out and ask for help from her peers.

Because her job is very detail-oriented, Ms. Bocchino is also a perfectionist. She likes to do things in the best way and have the end product exceed expectations. She is a helpful individual who does all she can to help her coworkers. Part of her nature is to solve problems. When she does resolve issues, she makes good decisions and recommendations.

Ms. Woerner highly recommends Ms. Bocchino to any organization who needs a skilled and competent clerk. She is knowledgeable in her field and is held in high esteem in Gladstone. She has never done anything to embarrass herself or anyone else. She functions well under pressure and is always professional. Her communication skills are superior to most and she is organized. She excels in her position and thrives wherever she is.

Words or phrases used to describe Ruth Bocchino:

- Open-minded,
- Trustworthy,
- Transparent,
- Hardworking,
- Dedicated, and
- Accurate.

Strengths: Passionate, loves learning, detail-oriented.

Weaknesses: She can be a little forward when seeking answers.

**Reference Notes
Ruth Bocchino**

Tom Brown – former County Commissioner, Clay County, MO 202-957-1349

Mr. Brown has known Ms. Bocchino since 2000. She was his assistant and was outstanding. She was in charge of scheduling appointments, writing up ordinances, and following through with assignments to help ordinances pass. Ms. Bocchino is a hard worker who performed her duties above and beyond the level that was expected.

As Ms. Bocchino performed her duties, she effectively maintained an efficient office. She can maintain an organization while also coming up with creative ideas to improve things. She has a high work ethic. When she was assigned a project or given an assignment, she accomplished it quickly and thoroughly. Her work was always done well because she takes pride in her work.

Ms. Bocchino was very respected in her community. She represented Mr. Brown in the community on many occasions. She attended chamber meetings. When among the public, Ms. Bocchino was pleasant. Her disposition is such that everyone respected her. In turn, she respected the leadership of the county. She knew her place and did not overstep her responsibilities.

Clay County was a difficult political environment and Ms. Bocchino was able to navigate it successfully. She stayed out of the way when her input was not required. At the same time, she was very conscious of when her expertise was needed. She was always helpful and provided wise council to Mr. Brown.

As part of a highly political municipality, Ms. Bocchino was frequently involved in controversy, but none of it negatively reflected on her. She was expert at solving problems and knew how far to push an issue. She was always professional and would make a wonderful staff member of any organization. She has the necessary expertise and experience to help her be successful.

Words or phrases used to describe Ruth Bocchino:

- Loyal,
- Hardworking,
- Committed,
- Detailed, and
- Friendly.

Strengths: Willingness to get along with people, team player, compromised, had creative ideas.

Weaknesses: None identified.

**Reference Notes
Ruth Bocchino**

Paul Vescovo – Clay County Sheriff, Clay County, MO 816-365-7931

Mr. Vescovo has known Ms. Bocchino since 2001. When they worked together she was the administrative assistant to the county commission, and he was the county sheriff. When the sheriff's office needed to file requests for action Ms. Bocchino facilitated everything that needed to be done. She was outstanding to work with and always did everything efficiently. Mr. Vescovo wishes he could have worked with her more frequently.

Ms. Bocchino always worked closely with the community. She has experience dealing with the public. She dealt with community members' complaints and worked hard to resolve what she could. She had connections throughout the county government, so problems were usually fixed fairly quickly. When issues came up that involved Mr. Vescovo, Ms. Bocchino kept him aware of any developments.

As a leader, Ms. Bocchino is not authoritarian. She is helpful when giving directives and makes sure to listen to her team. She takes the lead of problem solving. When faced with an issue, Ms. Bocchino makes sure she evaluates all her options. She listens to her team and together they come up with a viable solution.

Ms. Bocchino would be an effective employee for any organization. She is even tempered, competent at what she does, and can work together with many kinds of people. She responds well to stressful situations. She has never been involved in anything controversial and makes a point to always be professional. If hired, Ms. Bocchino would provide her community with a mature and experienced leader.

Words or phrases used to describe Ruth Bocchino:

- Confident,
- Honest,
- Organized,
- Empathetic,
- Team player, and
- Gets the job done.

Strengths: Organized, works well with the public, honest, articulate.

Weaknesses: None identified.

Craig Porter – former Clay County Commissioner, Clay County, MO 816-918-7383

Mr. Porter has known Ms. Bocchino since 2000 when she started working for Clay County as the assistant for the county commission office. She performed her job well and regularly

**Reference Notes
Ruth Bocchino**

accomplished the workload of three people. She scheduled appointments, managed correspondence, and wrote up agendas. Mr. Porter has his own home building and land developing and Ms. Bocchino is one of his favorite employees.

Ms. Bocchino frequently spoke with people from the community that had meetings with the commissioners. Occasionally, people came into the office without scheduling meetings and Ms. Bocchino spoke with them to determine if their problem could be solved by other individuals in the county government. She always kept Mr. Porter informed of any new appointments or developments he needed to be aware of. When out in the community, she was usually with her family. She was active in her sons' education and participated in their school events.

The nature of her position did not require her to be a leader, but Ms. Bocchino has all the necessary qualities of someone who can lead people. She is a self-starter and meets deadlines proactively. Her ability to communicate effectively is appreciated by anyone who works with her. Since she left Clay County, there are currently three people doing the job she did on her own. She is constantly working and balancing different responsibilities with grace.

Ms. Bocchino makes excellent decisions for her community. She would be an effective leader of any organization. In Clay County, she did well despite a toxic political environment. She was able to successfully navigate their difficult politics and would apply that knowledge to a new position. She has never acted unprofessionally despite being put in challenging situations.

Words or phrases used to describe Ruth Bocchino:

- Dependable.
- Self-starter,
- Diligent,
- Friendly, and
- Great employee.

Strengths: Smart, loyal, tireless worker.

Weaknesses: Too nice to people who are not nice to her.

Farrell Rouse – former Grants Administrator, Clay County, MO 816-679-3767

Ms. Rouse has known Ms. Bocchino since 2001 when Ms. Bocchino began working for Clay County. They worked together every day and Ms. Rouse looked to Ms. Bocchino when faced with difficult individuals. Ms. Bocchino is diplomatic and works well with many different types of people. She shows respect to everyone she interacts with from government officials to members of the community.

**Reference Notes
Ruth Bocchino**

When working in Clay County, Ms. Bocchino was a member of the Mid-America Regional Council (MARC). MARC is an organization made of multiple counties that pull together projects. Ms. Bocchino handled much of the organization's communication and had contact with various other organizations.

Ms. Bocchino is deadline-driven and always accomplishes tasks given to her before they are needed. Ms. Rouse and Ms. Bocchino worked together on many grants. Ms. Rouse wrote the grants and Ms. Bocchino made sure everything was in order. Ms. Bocchino could get a grant proposal on a meeting agenda despite tight deadlines. There was an instance where Ms. Rouse was recruited to fix a bond issue for around nine million dollars. Ms. Bocchino stepped in and gave Ms. Rouse people to contact that could help. Ms. Bocchino helped spearhead the project and started guiding it with the county administrator. She was able to help it stay on track and the bond issue was resolved on time. When dealing with sensitive projects, Ms. Bocchino respects confidentiality rules and is always communicative with her team members.

Ms. Bocchino has never been in anything that is considered unprofessional or concerning. She respects her supervisors and all her interactions are kind and professional. In Missouri, there are very strict laws regarding meeting organization and structure. It is difficult to do well with so many rules, but Ms. Bocchino was able to effectively meet deadlines and keep her coworkers on track as well.

When presented with a stressful situation, Ms. Bocchino works through it and knows how to prioritize tasks. Rather than become overwhelmed, she is able to focus and get things done. Any community that hires her will benefit from her expertise, knowledge, and hard work.

Words or phrases used to describe Ruth Bocchino:

- Smart,
- Admirable,
- Friendly,
- Approachable,
- Timely, and
- Reliable.

Strengths: Diplomacy, always meeting deadlines, able to diffuse difficult situations.

Weaknesses: None identified.

Corey Snead – City Clerk, Butler, MO 660-679-4182

Mr. Snead has known Ms. Bocchino since 2015. In addition to his city clerk position, Mr. Snead is also the president of the Missouri City Clerks and Finance Officers Association (MOCCFOA).

**Reference Notes
Ruth Bocchino**

Ms. Bocchino is a member of MOCCFOA and the current treasurer. She has excellent financial skills which have been developed by her responsibilities to keep track of the organization's ledger, writing checks for invoices, and helping the audit committee.

When Mr. Snead has questions, he feels comfortable going to Ms. Bocchino. She is always willing to help however she can. She is a good figure in the community of city clerks and people trust her. When she is out in the community, the people she interacts with respect her and value her as part of their government. She is always seeking to help people and is thoughtful about how to help people with their issues.

Occasionally, Ms. Bocchino was faced with a difficult problem. Recently, the MOCCFOA was having a problem organizing their meetings in an efficient manner. Ms. Bocchino came up with an innovative solution. She implemented that they would rotate meetings between communities so the smaller areas are included, and no one would have to frequently travel excessive distances. When solving problems, Ms. Bocchino is thoughtful. She looks at the issue from all angles and then finds a solution that will benefit as many people as possible.

Ms. Bocchino would be a wonderful addition to any organization. She would bring organization and a helpful presence. She will always meet deadlines responsibly and work hard to be the best at her job. She has never acted unprofessionally and strives to be kind. She is a dedicated individual and would serve any organization well.

Words or phrases used to describe Ruth Bocchino:

- Hardworking,
- Energetic,
- Friendly,
- Pleasant,
- Motivating, and
- Detail-oriented.

Strengths: Organization, ability to multitask, works well under pressure, does a thorough job.

Weaknesses: Second guessing herself even when she knows the right answer to an issue.

Alexa Barton – former Clay County Administrator, Clay County, MO 816-304-1780

Ms. Barton has known Ms. Bocchino since 2000 when they both worked for Clay County government. Ms. Bocchino was the Executive Administrative Assistant. Ms. Bocchino had a phenomenal job performance. She is organized, is able to paraphrase difficult concepts, and is dependable. She worked well in a team and has a strong moral and ethical compass.

**Reference Notes
Ruth Bocchino**

When working, Ms. Bocchino is independent. She is able to prioritize her tasks so she can accomplish everything in a timely manner. When Ms. Barton gave her something to work on, Ms. Bocchino asked for a deadline if one was not given so she could plan her work. She always exceeded expectations and finished projects before their deadline. Part of working hard for an organization means working to improve it. Ms. Bocchino helped to bring recycling to the Clay County municipality. She set up employee events that encouraged recycling, organized a committee, and was able to help the organization be more conscious. She is always looking for ways to make her work environment better.

When interacting with individuals, Ms. Bocchino is personable. She cares about the people she works with and the community she lives in. About 35 to 40% of her job was to be at public events such as commission meetings. She organized agendas and made sure that an accurate record of meetings were kept. She is an excellent communicator. Without being aggressive, she was direct and was not afraid to ask people for clarification.

Ms. Bocchino did not choose to leave Clay County. A new group of elected officials came in and asked everyone who had experience with the previous government to leave. Ms. Bocchino fought for her position, but she was eventually asked to leave. Her termination was not based off her performance, purely on local politics.

Ms. Bocchino excelled at her job and knows how to be professional. She was an excellent Administrative Assistant and would serve any organization well. Ms. Barton recommends Ms. Bocchino highly. She has the necessary experience needed to contribute to the organization and day-to-day running of a local government.

Words or phrases used to describe Ruth Bocchino:

- Personable,
- Analytical,
- Organized,
- Project oriented
- Conscientious, and
- Forward-thinking.

Strengths: Organization.

Weaknesses: If she is not able to finish a project she worries it is her fault.

Reference Notes
Ruth Bocchino

Sandy Baldwin – Clay County Deputy Clerk, Clay County, MO 816-605-5992

Ms. Baldwin has known Ms. Bocchino since 2006 where they both worked for Clay County. Ms. Bocchino is very organized and a quick learner. She gets along with many kinds of people and is able to convey information in an effective way.

It was important for the county government to be organized. Ms. Bocchino was instrumental in helping things to run smoothly. She made sure the appropriate contracts were signed and that anything needed for a commission meeting was in order and up to date. As part of her responsibilities, she maintained a list of all the county boards and agencies. She helped keep track of their members and when their spots would need to be filled. In everything she did, Ms. Bocchino kept everyone included informed. Her responsible approach to her job was refreshing and efficient.

When Ms. Bocchino is assigned a job to do, she thinks through it and examine all her possible options. Occasionally she will ask for advice. She is able to do thorough work in a reasonable amount of time. She is able to work through her stress and still be productive. When Ms. Bocchino takes something on, she will finish it to the best of her ability.

Morally and ethically, Ms. Bocchino is a straight arrow. She has never done anything embarrassing or unprofessional. She will be a wonderful contribution to any organization. She makes good decisions and has the necessary expertise to do her job well. If she does not know something, she is not afraid to ask for help or clarification. Any community that she serves will be made better.

Words or phrases used to describe Ruth Bocchino:

- Fun,
- Innovative,
- Detailed,
- Good friend,
- Kind, and
- Smart.

Strengths: Retains information, knows how to write well.

Weaknesses: None identified.

Prepared by: Trieste Sessions
Colin Baenziger & Associates

CB&A Internet Research

Internet – Newspaper Archives Searches
Ruth E. Bocchino
(Articles are in reverse chronological order)

https://www.mycouriertribune.com/news/city_government/city-clerk-earns-certification/article_0ccf74f0-be10-11e9-8c0d-f3edbb512e1e.html

August 15, 2019

SPOTLIGHT FEATURED

City clerk earns certification

Author: Sean Roberts

Longtime City Clerk Linda Drummond was recognized during the Aug. 6 Smithville Board of Aldermen meeting for earning certification as a municipal clerk. Following acknowledgment of her accomplishment, winners of the city photo contest were announced and a bid for sidewalk work along South Commercial Avenue was approved.

Drummond was presented a certificate after her training by Gladstone City Clerk **Ruth Bocchino**. The certificate marked her becoming a Missouri certified municipal clerk from the Missouri City Clerks & Finance Officers Association.

Achieving certification requires a combination of education and experience, **Bocchino** said. Drummond has worked for Smithville since 2015. Her duties include taking alderman meeting minutes and acting as custodian of records along with supervising filing and making sure vacant positions are filled.

Drummond also manages the city's social media accounts and helps design paperwork for city staff. She works directly with the mayor, aldermen, city administrator and the public as she fulfills records requests.

All present aldermen, Mayor Damien Boley and city staff congratulated Drummond.

Internet – Newspaper Archives Searches
Ruth E. Bocchino
(Articles are in reverse chronological order)

IIMC Foundation - Facebook (MO)
June 28, 2018

Foundation Support for Scholarships Really Make a Difference
Author: **Ruth Bocchino**

My name is **Ruth Bocchino** and I have been the City Clerk for Gladstone, Missouri, since 2014. My first IIMC Annual Conference was held in Hartford, Connecticut, and I recently attended the IIMC Conference in Norfolk, Virginia. I was fortunate enough to be awarded a scholarship for both conferences. If not for the scholarships, I would not have been able to attend.

The process for the grant application involves you City Manager and Council support. The application also gives you a chance to shine in your position as City Clerk because you get the opportunity to boast about your achievements! Applying for the grant is a very streamlined process and easy to complete. I would definitely apply for a grand award to attend any IIMC Conference because it gives you a wonderful opportunity to network with Clerks from all over the world, in addition to every session you attend to assist in making you office the best in your state.

Both Hartford and Norfolk were exciting conferences. IIMC really does take into account your every need for hotel, transportation, walkability, and education. If for some reason you are not able to make a reservation to stay at the host hotel, each city provided easy access to the host hotel. IIMC plans the conferences in cities that enable you to explore while having restaurants accessible, and the sightseeing is a bonus!

The General Sessions are always my favorite. IIMC manages to attain such a high level of presenters that really do make you think about what is possible through hard work and determination. It's amazing to hear real life stories of hardship, motivation, and beating the odds to success. The presenters always leave the audience inspired. IIMC Annual Conferences are always a wonderful experience and a fantastic learning opportunity.

Internet – Newspaper Archives Searches
Ruth E. Bocchino
(Articles are in reverse chronological order)

Gladstone Dispatch (MO)
February 21, 2017

City Clerk Receives Certification
Author: Unknown

Gladstone City Clerk **Ruth Bocchino** has received her designation of certified municipal clerk, awarded by the International Institute of Municipal Clerks. IIMC grants the designation only to those municipal clerks who complete education requirements and who have a record of significant contributions to their local government, their community and state. The certification program is designed to enhance job performance of the clerk and is only achieved after completing extensive education programs. **Bocchino** received her education in part through scholarships she was awarded. To receive the designation, she completed education requirements and had to be an active member of IIMC for two years. **Bocchino** was also required to provide proof of experience and affirm her intent to follow the IIMC code of ethics.

Research Compiled by: Amanda Dillabough
 Colin Baenziger & Associates

COLIN BAENZIGER  ASSOCIATES
EXECUTIVE RECRUITING

Section 4

Lynne M. Fasone

*Panama City Beach
City Clerk Candidate Report*

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Cover Letter and Resume

Lynne M. Fasone



614.406.1452



lmfasone22@gmail.com



3648 Quail Hollow Dr., Columbus, OH 43228

May 22, 2020

Mr. Colin Baenziger
Colin Baenziger & Associates
2055 South Atlantic Avenue, Suite 504
Daytona Beach Shores, FL 32118
colin@cb-asso.com

Re: **Panama City Beach, Florida – City Clerk Position**

Dear Mr. Baenziger:

I am writing in response to the Panama City Beach, Florida City Clerk position as advertised by your firm. My experience and education qualifies me as a candidate for this position.

I received my **Master Municipal Clerk** certification from the International Institute of Municipal Clerks/Kent State University, Center for Public Policy and Health on November 13, 2014. I have extensive municipal experience as well as legal experience. I currently serve as the City Clerk/Clerk of Council for the City of Hilliard, Ohio. As a member of the City's leadership team, I maintain a high level of trust while balancing a wide range of projects, statutory duties and Council initiatives. I look forward to discussing my 14 plus years of municipal experience and unique qualifications for this position in greater depth with you.

I have attached my resume that contains additional information about my experience and skills. Please feel free to contact me at your convenience at (614) 406-1452 or lmfasone22@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you in the near future.

Best regards,

Lynne M. Fasone

Attachment

Lynne M. Fasone
Master Municipal Clerk

614.406.1452

lmfasone22@gmail.com

3648 Quail Hollow Dr., Columbus, Ohio 43228

Professional Profile

Appointed Hilliard, Ohio Clerk of Council on August 22, 2005. Unanimously re-appointed by resolution to the position every 2-years to the present. Effectively manages the administrative operations and activities of the Office of City Council. Well-respected and effective liaison between elected officials, City Manager, city staff and citizens. A member of the City's leadership team. Maintains confidentiality and a high level of trust, works autonomously while balancing a wide range of projects and tasks simultaneously. Excellent interpersonal skills, develops long-lasting relationships, resourcefulness, driven, organized and patient.

Master Municipal Clerk Experience

City of Hilliard, Ohio / Office of City Council

August 2005 to Present

- Performs all statutory City Clerk/Clerk of Council duties including preparation of meeting notices, agendas, meeting minutes and City Council legislative packets.
- Attends meetings of City Council and oversee the recordation of those proceedings.
- Attends city leadership meetings.
- Supervises, provides support and guidance, and evaluates City Council Assistant.
- Preparation of ordinances and resolutions.
- Facilitates the codification of city ordinances.
- Custodian of City Council records and public documents, responsible for maintaining retention schedules and responding to records requests.
- Prepares, administers and monitors the City Council budget.
- Publishes bi-weekly "Legislative Bulletin" containing recently adopted legislation by City Council
- Responds to communications received by Council, including media inquiries, analyzes and resolves complaints.
- Organizes public events, such as "Coffee with Council," "City of Hilliard/BusinessFirst Breakfast" and attends meetings, ribbon cuttings and community events on behalf of City Council.
- Updates and maintains portions of the City website.
- Manages boards and commissions appointments, updates city-wide roster and provides assistance to boards and commissions as needed.
- Administers and maintains oaths of office as required by the city charter and/or state law.
- Prepares research reports as requested by City Council.
- Performs other such duties as may be required by ordinance, City Charter, Ohio Revised Code, City Council and Council's Operating Rules.

Unique Projects.

- COVID-19 Business Recovery Team Member
- COVID-19 Community Outreach & Social Services Team Member
- Form of Government/City Manager Transition & Selection Team Member
- Initiated cloud-based agendas and civic streaming of City Council and Boards and Commissions Packets/Meetings

Certifications.

- National Association of Parliamentarians, 10/05/2018
- Certified Municipal Clerk Certification, 4/28/2009
- Master Municipal Clerk Certification, 11/13/2014
- Notary Public for the State of Ohio

Board and Committee Appointments.

- Central Ohio Parliamentarian Unit, Member 2020
- Secretary to the City Charter Review Commission 2017-2019
- Ohio Municipal Clerks Assoc. Member Education & Professional Development Committee 2014-2017
- Ohio Municipal Clerks Assoc. City Board Member 2015-2018
- Chair of Ohio Municipal Clerks Assoc. Organizational Task Force Committee 2014-2015
- Ohio Municipal Clerks Assoc. Member of the Administrative Committee 2014-2018

Legal and Administrative Experience

An accomplished legal secretary and administrative assistant capable of handling a wide range of legal and administrative functions and consistently produced top-quality legal documents. Proactive "take-charge" professional with over 15 years' experience of successfully providing legal/administrative support. Worked effectively in a demanding environment and consistently prioritized assignments to meet deadlines.

Baker Hostetler, LLP, Columbus, Ohio

November 1997 – August 2005

- Legal Secretary/Administrative Assistant to Business Group Coordinator/Executive Partner, an Associate Attorney and Business Paralegal.
- Legal Secretarial Team Leader. Provided mentoring, support and training for the secretarial staff including new hire orientation, computer, office policies and procedure training. Organized secretarial coverage on a day-to-day basis and annual reviews. Liaison between Legal Secretaries and HR Department.
- Produced quality legal documents, spreadsheets, PowerPoint presentations, closing binders and minute books.
- Organized and maintained files, including sensitive and confidential attorney and secretarial personnel files.
- Time entry, review and distribution of client billing and completion of expense reports.
- Coordinated client meetings, closings and monthly business practice group meetings.
- Participated in focus groups such as Records Center/File Management Upgrade, New Hire Orientation and Office Equipment Upgrade.
- Organized and attended staff and alumni annual golf outing.

Continuing Education

- Continuing education courses through Kent State University, Center for Public Policy and Health, Municipal Clerks Career Program and the International Institute of Municipal Clerks Association.
- National Association of Parliamentarians courses

Candidate Introduction

Lynne M. Fasone

Certifications

Certified Municipal Clerk (CMC) on 4/28/2009
Master Municipal Clerk (MMC) on 11/13/2014
National Association of Parliamentarians on 10/05/2018
Notary Public for the State of Ohio

Background & Experience

I was appointed Hilliard, Ohio Clerk of Council on August 22, 2005 and have been unanimously re-appointed by resolution to the position every two years to the present. I effectively manage the administrative operations and activities of the Office of City Council. I'm a well-respected and effective leader/liaison between elected officials, City Manager, city staff and residents. As a member of the City's leadership team, I maintain a high level of trust and work autonomously while balancing a wide range of projects and Council initiatives. I possess excellent interpersonal skills, have developed long-lasting relationships and am resourceful, driven, organized and patient.

Prior to being appointed Clerk, I was employed from 1997 to 2005 with BakerHostetler, LLP, a well-respected national law firm. During my eight+ years at Baker, my responsibilities grew exponentially from legal secretary to also include secretarial team lead, serving on focus groups and coordinating and attending the revered annual staff golf outing for over 100 attendees.

City of Hilliard, Ohio Background

In 2018, city voters approved a charter amendment that changed Hilliard's form of government from a Council/Mayor structure to a Council/City Manager structure. This transition took effect January 1, 2020. Hilliard City Council has seven members, all elected at large. The Council president and vice president are elected from among its members. The president also serves as mayor in a ceremonial capacity, and the vice president serves as vice mayor. City Council members are directly responsible for hiring a Clerk of Council, a chartered position. The Clerk of Council serves at Council's pleasure and is responsible for hiring a part-time Council Assistant.

Hilliard is located less than 15 minutes from downtown Columbus with approximately 37,000 residents. It has a small-town feel with 26 parks, more than 36 miles of multipurpose trails, safe and attractive neighborhoods and a revitalized "Old Hilliard" downtown district. Two-thirds of Hilliard's workforce is white collar with a median household income of approximately \$93,000 per year.

Lynne M. Fasone

The City of Hilliard employs approximately 160 full-time and 60 part-time employees. In 2019, the city's income tax revenues were \$29 million, the operating budget was \$24 million, the capital improvement budget was \$17 million, and it had \$6.8 million in its Reserve Fund. The city has a Triple-A (Aaa) rating by Moody's.

Currently, two of the most significant issues facing the city are: 1) how to trim its operating and capital improvement budgets while still providing dependable services to its residents; and 2) retaining and growing its economic base, given the current pandemic environment. Prior to the pandemic, City Council identified several initiatives for the new City Manager to accomplish, including assisting Council with developing a strategic plan and both short and long-term goals.

General Management Style and Experience

As Clerk I perform all statutory City Clerk/Clerk of Council duties, including preparation of meeting notices, agendas, meeting minutes and City Council legislative packets. My resume lists specific duties such as attending meetings of City Council, leadership meetings, etc. so I won't list those again here.

I supervise, provide support and guidance and evaluate one part-time City Council Assistant. My management style is one that is tailored to the individual who is being supervised. Our current Council Assistant needs little input and oversight. She's proactive and produces accurate results. I provide constructive feedback, encouragement and opportunities for growth. Even with such a capable assistant I would say a shortcoming of mine is delegating work. This is something I'm purposely working on. I'm a proponent of self-development, continuing education and personal growth. I have been extremely fortunate to have had three mentors in my life, in addition to my parents, who have helped propel me forward. I hope to be able to do the same for those I manage. In the event an employee who I supervise needs corrective action, I would identify the area(s) of needed improvement, craft a plan to address the area(s) of concern, provide the employee with the tools needed to be successful and follow up. Of course I would consult with and seek the HR Director's advice prior to implementing corrective action.

I'm comfortable independently responding to calls and communications received by the Council office and on behalf of members of Council. I do respond to general media inquiries and, as such, have built a respectful relationship with our local newspaper reporter. I do not anticipate anyone contacting the City with negative press about me. Hilliard hired its first communications director in 2018. Press releases and most media inquiries are now handled by that department to ensure that everyone is speaking from one voice.

I am proud of my leading role in moving the city from paper packets to electronic packets. In 2012 - after research and on my recommendation - we transitioned Council, Planning & Zoning members and Board of Zoning Appeals members from paper packets to delivering packets electronically via iPads and Dropbox. In 2017 - after my research and recommendation - we

Lynne M. Fasone

went one step further and transitioned the delivery of packets from iPads to Accela/MinuteTraQ, a Granicus cloud-based product. I was responsible for coordinating the training and migration of information to Granicus. My understanding is that the Panama City Beach City Clerk needs to be able to accomplish this goal, and I feel certain I'm up to the task.

Similarly, after research and on my recommendation to Council and the City Manager, the city is in the process of transitioning to a more transparent and user-friendly codification company; MuniCode. This goal/project has been a bit stalled due to the pandemic, but we're shooting for a fall transition.

As Custodian of City Council records and public documents, I'm responsible for maintaining those records and retention schedules and responding to records requests. The city's staff attorney and I work in tandem to respond to city-wide record requests and stay in compliance with the Ohio Sunshine Laws and training. A 2020 goal we've established is identify and contract with a records management company to digitize city records and be more transparent to the public. My understanding is that the Panama City Beach City Clerk needs to be able to accomplish this goal, and I feel certain I'm up to the task.

As Clerk I feel it is my responsibility to support City Council members in every way possible, be trustworthy, organized and proactive. My relationship with each of the seven members is built on communication, trust and respect. I feel when asked they would say the same and talk about my dedication to them and the office. I've also earned the respect of trust of department heads, staff and community and business leaders. I'm often the first person contacted when someone has a question and/or is searching for information because of my willingness to wear many hats; Hilliard is a lean government, yet extremely effective.

During my first six months at the city my efforts will involve:

- Meetings with the Mayor, Council members, City Manager, directors, and staff;
- Reviewing and becoming familiar with Council's goals, perspectives and initiatives and the City Clerk's goals;
- Learning city operations, Council operating rules, City Charter, City Code, Florida Sunshine Laws, etc.
- Assessing the City Clerk's office operations and identifying areas for improvement.

In my off time I enjoy traveling with my family, motorcycle rides, getting my hands dirty in the flower beds around our house, attending community events and spending time with family and friends.

Lynne M. Fasone

Six Adjectives or Phrases

Proactive
Approachable
Trustworthy/Ethical
Organized
Accessible
Innovative

Transitioning to Panama City Beach, Florida

I truly enjoy my career as Clerk with the City of Hilliard. It may sound cliché but I can't think of another career I'd rather be in, and I'm actually very accomplished at it. The opportunity to transition and serve as Panama City Beach City Clerk aligns well with my experiences, skills and strengths. I feel we are a strong match.

Current Compensation Package

My current compensation package with the City of Hilliard is \$98,000 annual salary. In addition, I also receive generous health, dental and vision benefits as well as an attractive retirement package. The city also offers its employees sick and holiday leave and a service credit allowance based on years of service.

Section 4

CB&A Background Checks

**Background Check Summary for
LYNNE MARIE FASONE**

Criminal Records Checks:

Nationwide Criminal Records Search	<i>*Records Found. See Civil Records Below.</i>
County Franklin County, OH	No Records Found
State Ohio	<i>Records Maintained by County. See Above</i>

Civil Records Checks:

County Franklin County, OH	November 2010 – Notification of Bankruptcy <i>*See Personal Disclosure for Candidate Explanation of Records Found</i>
Federal Ohio	No Records Found

Motor Vehicle Ohio	No Records Found
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Credit	Excellent
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Bankruptcy	No Records Found
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Education	Certificates Confirmed
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Employment	Confirmed
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Under the Fair Credit Reporting Act, 15 U.S.C. 1681-1681Y, credit and bankruptcy information are very sensitive and should not be used in the consideration of hiring. The information is included for each candidate because we do not want you to be surprised if third parties raise what they consider to be a concern. Also, some states have limited the reporting to seven years, so any records older than that will not be available in those states.

**Background Check Summary for
LYNNE MARIE FASONE
Personal Disclosure**

Personal Disclosure Questionnaire

Name of Applicant: **Lynne M. Fasone**

The following questions are designed so that we will be able to make full disclosure to our client concerning your background. Please answer them honestly. Cutting corners or misrepresenting your past will result in you being eliminated from all further searches conducted by this firm. We understand that frivolous charges are sometimes made and that charges do not mean you were guilty. We also understand that you may have been wronged and needed to seek compensation. The bottom line is that we want to be certain that our client is fully informed. If you have any questions, please contact us for clarification.

Please explain any "no" answers, even if you checked "no".

1. Have you ever been charged or convicted of a felony?
Yes No
2. Have you ever been accused of or have been involved in a domestic violence or abuse incident?
Yes No
3. Have you ever declared bankruptcy or been an owner in a business that did so?
Yes No (Personal bankruptcy as a result of a dissolved marriage. The case was discharged in 2016 and may not appear in a search.)
4. Have you ever been the subject of a civil rights violation complaint that was investigated or resulted in a lawsuit?
Yes No
5. Have you ever been the subject of a sexual harassment complaint that was investigated or resulted in a lawsuit?
Yes No
6. Have you ever been charged with driving while intoxicated?
Yes No
7. Have you ever sued a current or former employer?
Yes No
8. Do you have a personal LinkedIn, Face Book or other type of Web Page?
Yes No
9. Do you have a personal Twitter Account?
Yes No
10. Is there anything else in your background that, if made public, would cause you, our client or our firm embarrassment if it came to light through the press or any other mechanism?
Yes No
11. Please provide a list of any lawsuits in which you are or have been a party either as plaintiff or defendant.
n/a none

Attested to

Lynne M. Fasone
Signature of Applicant

Please email this form via PDF DOCUMENT to lynne@chasso.com or via fax to (888) 539-6531

on 11/11/2020 5:09 PM EST via 021020
(Note: Please be sure to sign the form with your actual signature if you are sending Fax or PDF Document)

Section 4

CB&A Reference Notes

**Reference Notes
Lynne Fasone**

Gerry Edwards – former Human Resource Director, City of Hilliard, OH 614-507-0252

Mr. Edwards was the HR Director and over labor relations. They have known each other since around 2007 or 2008. When meeting with community members Ms. Fasone is always friendly. Her attitude is such that she is happy to be there and happy to serve. She worked for seven councilmembers and each one had her work almost individually for them. It could become stressful with that many people giving direction, but she was high organized. She put the packets together for residents and the Council. She was skilled in Power Point and converting all of their meetings to a written record. They have a semi-annual retreat with the Directors and the Council and she always did an excellent job organizing it. She sometimes became tired in lengthy Council meetings but never demonstrated any negativity. She did her job and worked late hours when it was required.

Ms. Fasone had to be very responsive because of the turnaround time in their city charter for public information requests. She always had a good turnaround time for internal requests for information as well. She was always busy but still responsive. They went through two charter changes and she was involved both times. She gathered vast amounts of information and worked with their Law Director and State House. The information pertained to state law and open records. She was always on time.

While Ms. Fasone has creativity, a better description of her is resourceful because she knows where to get information. She went to numerous conferences and networked with other city clerks. She can find information through her network or by searching the internet. They had timelines from the state, especially pertaining to the Council. The agenda must be prepared several days before the meeting and she was always ready and well organized. Her agendas flow thoughtfully and naturally in a progression of subject matters instead of jumping around between topics. She always took notes and worked with the Law Director when she could not find the information personally.

If Ms. Fasone was involved in a meeting, it was organized. She was not responsible for giving recommendations to the Council but gathered information for them to see both sides of an issues. She was very good in her role.

One of Ms. Fasone's strengths were taking good notes and producing an accurate document to summarize meetings. The meetings are recorded. All of her products, whether they be minutes or agendas, are completed and thorough. She maintained confidentiality appropriately.

In tense situations Ms. Fasone is very positive and always remains calm. Residents at times are very out of bounds in the way they address her and in their expectations. They want information on the spot, which is not required under their charter. Chronic complainers emailed every day to make requests. She maintained a balance and while occasionally you may seem some frustration in her expression, she never acted negatively towards them.

**Reference Notes
Lynne Fasone**

One controversy involved residents who did not like roundabouts. Also, various projects went through the appeal board and Ms. Fasone was there to record the notes. She always handled herself well and was well liked in the organization. She was easy to work with and none of the employees complained about her.

Mr. Edwards would hire Ms. Fasone as a City or County Clerk. If he were working for a city as large as Columbus, he would recruit her. She is enjoyable to work with and skilled.

Words or phrases used to describe Lynne Fasone:

- Well organized,
- High skill level,
- Has contacts in the field she can rely on,
- Extremely computer savvy,
- Pleasant, and
- Solid.

Strengths: Personable, always friendly and smiling, extremely good administrative skills, great organizer, knows what is needed for each situation, always prepared.

Weaknesses: None identified.

Michelle Underwood – former Finance Director, City of Hilliard, OH 614-216-9720

Ms. Underwood was hired in 2004 and Ms. Fasone was hired in 2005. The City was desperate to find someone to clean up the clerk of court position. The new administration started in 2004 and between that time, and when Ms. Fasone was hired, they went through two clerks. She walked into a mess, but she had the organizational skills and attention to detail to resolve the issues.

One example is that meeting minutes had not been recorded for months, and perhaps for more than a year. The former clerk said she would eventually get around to it. Important filings for the County were falling through the cracks. Before Ms. Fasone was hired they knew the clerk's office had issues but did not realize how significant they were. She did not have a blueprint to follow but fixed every issue pretty much on her own, as the other Directors were resolving issues in their departments. All files were handwritten and she had to start from scratch to digitalize them, figure out procedures and implement internal controls. She was amazing.

In her role Ms. Fasone must answer to seven council members. The Council President is supposed to be the one directing her, but it does not always work this way. The position can be overwhelming at times and she always does a fabulous job. She made the position her own. She was involved in clerk training and even held a position in one of the state clerk associations. She

**Reference Notes
Lynne Fasone**

shared with other clerks the issues they were facing and came back with good ideas. Some ideas she came up with on her own.

Once Ms. Fasone organized the office, the staff no longer had to wait for any information that they needed. She tried to corral other city department heads when preparing public notices and it was always by the book. She worked for the City Council but interacted with the Mayor's Directors on a daily basis. She was able to keep an even keel and not lose her temper. Ms. Underwood cannot speak highly enough about Ms. Fasone's organizational skills and how she works with others. The city has some fairly rough characters and she was constantly cajoling them, in the right way, to accomplish the work. She achieved results for the organization.

Because Ms. Fasone built the office from scratch, she had to be resourceful. It is extremely hard to transcribe minutes from meetings you did not attend because you can lose context sometimes, but she caught up on the old meetings while keeping up with her current workload. She can always find what is needed, like legislation and attachments. She created their paperless system which makes information so easy to find. They purchased iPads for the Council and installed hardware in Council Chambers. She had to have IT support in putting Council meetings online and met all requirements to archive the meetings and make them retrievable.

Ms. Fasone is great about keeping others informed. She only has so many days to fulfill public records requests and always provided information within the allotted timeframe. If information was easily available when the resident came to City Hall, she provided it immediately.

Nothing controversial exists in Ms. Fasone's background or conduct. Ms. Underwood does not know of anyone who has a negative opinion of Ms. Fasone.

Ms. Underwood would hire Ms. Fasone in a heartbeat. The office was in shambles when she was hired and what she was able to accomplish speaks volumes for her skillset. No one will regret hiring her. She is kind, talented, intelligent, and works until the job is done. She was also very helpful to the department heads.

Words or phrases used to describe Lynne Fasone:

- Detail oriented,
- Persistent,
- Accommodating,
- Truthful, and
- Honest.

Strengths: Organizational skills, attention to detail, communication, can juggle different personalities and make it all work.

Weaknesses: It is hard for her to tell people no or ask for additional time. She accommodates other people and puts the burden on herself.

**Reference Notes
Lynne Fasone**

Don Schonhardt – former Mayor, City of Hilliard, OH 614-648-2050

Mr. Schonhardt was the Mayor of Hilliard for sixteen years. He worked with Ms. Fasone from 2005 to 2019. Hilliard has a strong Mayor form of government and she represented the elected members of Council. He was in administration. The relationship between the Mayor and the councilmembers was not always terrific but his relationship with Ms. Fasone was always very positive. They could work around the differences between Council and Administration. She was great to work with and understood that her main goal was to represent the citizens in the best manner possible, she worked with Administration to accomplish that.

One of Ms. Fasone's strengths is maintaining an organization's records and coordinating administrative functions. She worked very hard to establish the office as one of professionalism. She worked to get certifications and brought in software that digitized the records so they could search for keywords and dates, a function they did not have prior to her arrival. If Mr. Schonhardt described the intent of a legislation, she found the information immediately. Prior to her arrival the Clerk's office could spend weeks finding information.

When it comes to solving problems, Ms. Fasone works with the Mayor and Directors to find solutions to issues that seem insurmountable. When Administration had an idea or a goal, she was good at representing them to the Council and they ended up on a solution that worked for both Administration and the Council.

Creativity is the ability to make the job more professional and more efficient, which Ms. Fasone did. She is progressive, makes good recommendations, and thinks outside the box. She remains calm and continues to function in tense situations. She is a peace keeper who works at a very high level to move forward in situations that might otherwise end up in a stalemate.

The most significant part of Ms. Fasone's job is record keeping for the Council and she did a fantastic job. Her notes were thorough and yet timely. She communicated extremely well which was beneficial, and almost a lifeline, when communication between Administration and Council is not the best. Elected officials are part time and are not always the best communicators.

Directors had a great relationship with Ms. Fasone and appreciated her communication skills and her willingness to work with them. Some councilmembers might not have agreed with how she handled a particular issue, but the majority of the Council always supported her. Her job was to try and come up with the best solution and she always did that.

Ms. Fasone kept minutes for the charter review commission. They were considering changing from a Strong Mayor form of government to a City Manager / Council form. While it was not controversial, it was heated. She held her ground and kept the Commission on task while following the Robert's rules of order. They sometimes argued with her, but she handled it very well. She remained very professional in a difficult situation that had the potential to spin out of control. Nothing in her background or conduct would concern a reasonable person.

**Reference Notes
Lynne Fasone**

Mr. Schonhardt would absolutely hire Ms. Fasone as a City or County Clerk. She is excellent, a good public servant, and dedicated. She would be an asset to any organization.

Words or phrases used to describe Lynne Fasone:

- Professional,
- Good communicator,
- Creative,
- Very reliable,
- Committed to serving the citizens of the community, and
- Peacekeeper.

Strengths: Great communicator, professional regardless of the circumstances, flexible enough to reach consensus, finds a compromise position when necessary to achieve a mutually beneficial result.

Weaknesses: At times she was very busy. She reported to the Council and they were her first priority so information for Administration sometimes took longer than preferred. However, this was not a time management issue, everyone reaches a saturation point and there is not much you can do about it.

Pam Fox – former Law Director, City of Hilliard, OH 614-562-6852

Ms. Fox worked in a private law firm in Columbus. Ms. Fasone became her Administrative Assistant in 1997. Ms. Fox then became the Law Director for Hilliard and about a year later they were losing their City Clerk. She worked closely with the leadership of the City and when she thought about who might be a good fit, she thought of Ms. Fasone and encouraged her to apply. Ms. Fox left Hilliard in 2012 but Ms. Fasone is still the City Clerk. They have stayed in touch.

Ms. Fasone is very organized and very responsive. Even when something is requested that might be new for her, she picks it up fairly quickly and then responds. She returns calls quickly. She works well independently to solve problems and works well with others when tasks are more team oriented. She assesses each situation to determine how to tackle it and then moves forward. Any team would benefit from her being on it.

A clerk position is not the most wildly creative outlet, but Ms. Fasone is as creative as she can be. She comes up with alternatives to issues. She is timely in meeting deadlines and keeps everyone else on task. Her work was deadline driven and required information from others. She ensures that employees are responsive to her needs for information to complete the task.

Ms. Fasone can take good notes and provide an accurate summary. She is particularly good about keeping others informed. Part of her diplomacy is being able to remain calm in tense

**Reference Notes
Lynne Fasone**

situations. She was very well regarded by public officials and the staff, and was able to problem solve with them. She is very personable.

Controversy happens on a daily basis in Hilliard. One employee was arrested and imprisoned for theft after Ms. Fox left. Accusations flew between the Council and Administration, wondering why the theft was not caught sooner but the employee just did a really great job covering their tracks. Ms. Fasone worked with the law department, Directors, and police. She maneuvered through the controversy, listening to Council and Administration without becoming caught in the middle of a bad situation. She has not personally been involved in any controversy.

Ms. Fox hired Ms. Fasone and would have taken Ms. Fasone along on the next job if she could have. If Ms. Fasone is a serious contender for the position, then hiring her is a great decision. Ms. Fox cannot say enough good about Ms. Fasone.

Words or phrases used to describe Lynne Fasone:

- Reliable,
- Responsible,
- Organized,
- Tactful,
- Pleasant, and
- Intelligent.

Strengths: Organizational skillset is her greatest strength. Her next biggest strength is seeing what needs to be done and completing the work without supervision. Also, incredible diplomatic skills, a good bridge between Council and Administration. Did a great job keeping everyone even keeled.

Weaknesses: Moving to a new environment is daunting, and Ms. Fox helped her through the transition in Hillard, but she is very independent and it will not take her long.

Brett Sciotto – former Council President, City of Hilliard, OH 614-774-3620

Mr. Sciotto has known Ms. Fasone since 2005. He was on the Council for eight years and President for six of them. During the six years he was president they worked together on an almost daily basis and have stayed in touch since.

Ms. Fasone is good at coaching others through the process. She was one of the strongest players on the team. She was excellent at handling frustrated citizens and working through their issues. She is well versed in how to run a meeting and how to keep proper records and minutes. She is one of the best at maintaining records and coordinating administrative functions that Mr. Sciotto has seen in both government and the private sector. She not only manages her responsibilities,

**Reference Notes
Lynne Fasone**

she enhances her department. She has command of the details and took record keeping to the next level. She has legal experience, which was an asset in record keeping and documentation.

An excellent people person, Ms. Fasone built great rapport because she was responsive, trustworthy, and followed through. They had a unique planning process where they visualized priorities and initiatives. She was an important voice in formulating plans and was also important in researching and finding better ways to execute the work. She was an essential sounding board for all the Councilmembers and enhanced their ideas through creativity and research. She was very helpful in the ideation process.

Through multiple communications a day Ms. Fasone kept the elected officials informed. She was better at keeping calm in tense situations than many of the elected officials were. She navigated some ups and downs with incoming members on the Council and in the organization. Her dedication is unquestionable.

Mr. Sciotto is not aware of anything controversial that relates to Ms. Fasone. When the Council and Administration are at odds, she is a great diplomat. She navigates conflict well and addresses the real issues without digging in too hard on one side or another in a way that is not productive.

Ms. Fasone excels in forward facing roles. She has a strength at building strong relationships with others and supporting them. She is very committed, dedicated and loyal. She would function extremely well on any team, in any community, doing any job. She brings a skillset and professionalism that is hard to find.

Words or phrases used to describe Lynne Fasone:

- Professional demeanor,
- Detail oriented and precise,
- Good people person,
- Thinker,
- Enhancer,
- Extremely dedicated, and
- Consistent.

Strengths: Tremendous at relationship building, extremely organized, very on top of procedures and requirements, has command of the issues, really good with people.

Weaknesses: None identified.

Bill Uttley – former Council President, City of Hilliard, OH 614-531-0930

Mr. Uttley was President of the Council. Their Clerk position was vacant and he interviewed several candidates before hiring Ms. Fasone. They worked closely together until 2018. She had

Reference Notes
Lynne Fasone

much to learn coming into an actively growing suburb and her job grew exponentially over the years. She has done a wonderful job.

Ms. Fasone is a great innovator who handles multiple tasks at once. She works with seven elected officials who have seven different opinions, in addition to the normal strains of a difficult job. She has handled it all well and stayed out of the fray, which is admirable. She has won awards for her work and was President of the Clerk's association. She takes meticulous minutes and then produces an accurate written record. Rarely was there a significant issue with her minutes. She may have listed a name wrong occasionally but even that was rare.

Most of the time Ms. Fasone was very responsive, but they kept adding more and more layers to her position. She really needed an assistant, but it was not in the budget at the time. She is the organizational type and gives valuable advice, but it is not her job to solve problems. However, she offered good suggestions. She brought in new procedures to help modernize the office and make it more efficient.

Ms. Fasone had to keep many people informed including the Council and Administration and always did a great job. If a citizen called a councilmember to complain, the Council forwarded them to Ms. Fasone. She was able to either resolve their issue or direct them to the right person.

Everyone has skeletons but Mr. Uttley does not know any that relate to Ms. Fasone. She likes to have fun and they occasionally went out to lunch, but he never saw or heard of any inappropriate behavior. She has self-control. Councilmembers disagree on issues at times, but they never disparaged Ms. Fasone.

Mr. Utterly hired Ms. Fasone once and would do so again. He will truly miss her if she leaves Hilliard. Any organization that hires her will have a gem.

Words or phrases used to describe Lynne Fasone:

- Dedicated,
- Strong organizational skills,
- Good work ethic,
- Good communicator,
- Hard worker, and
- Always well mannered no matter the demands placed on her.

Strengths: Communication, works well with people from all walks of life, does not become flustered when things become tense, hard worker.

Weaknesses: She butted heads with the new Mayor a little at first because she spoke up during meetings and he did not appreciate it. However, she has learned to work with his style, which is quite different from the former Mayor.

**Reference Notes
Lynne Fasone**

John Talentino – City Planner, City of Hilliard, OH 614-623-3365

Mr. Talentino has known Ms. Fasone since 2005. She is the best Clerk that he has worked with in his 20+ years of being a City Planner. She is knowledgeable of court duties and due process. She understands the process for notifications. She gets along with everyone. She is just fantastic with the staff which makes her easy to work with. She has been helpful in getting legislation through the City Council. He has never worked with anyone better.

During her tenure Ms. Fasone vastly improved the City's record keeping processes. Prior to her arrival they did not put exhibits with the resolutions, the files were kept separate and were extremely hard to find. Information is easily accessible now.

During Covid Ms. Fasone has reached out to struggling businesses and offered solutions to help them, in some cases temporarily waiving fees. She adapted to the situation and participates in the organization. She is very knowledgeable. She is very creative when facing a situation she has not seen before. She finds a way to address it and does very well.

When they are preparing items to present to the Council Ms. Fasone has a good sense of the process and what the Council's direction is. They have a retreat every year where they establish the priorities for the year. They trust her to work with administration on the implementation and do not feel the need to be involved once the direction is set. She makes decisions based on what they want and what is happening in the organization.

Communication is something Ms. Fasone excels at. She stays on top of every task and keeps everyone in the loop as she works through the process. She is always calm and matter of fact, no matter what is happening around her. She never loses her temper and is always professional. Everyone, from the general public to the council and the staff, finds her easy to work with.

Ms. Fasone was the leader of a municipal court association and she has her MMC. She knows how to operate without being on the edge. Everything is above board. He cannot imagine anyone would disagree with his comments in this reference.

Mr. Talentino would hire Ms. Fasone in a second, and above all the other clerks he has worked with. They will miss her tremendously should she leave the organization. She is impressive.

Words or phrases used to describe Lynne Fasone:

- Professional,
- Dependable,
- Fun to work with,
- Positive,
- Willing to do hard things that others do not want to do, and
- Always happy and pleasant.

**Reference Notes
Lynne Fasone**

Strengths: Extremely knowledgeable, gets along with everyone, easy to work with.

Weaknesses: She is accommodating to a fault. They do not kick the ball down the road, or push tasks off to future agendas, which means that she asks the staff to scramble a bit at times to meet the deadline. This way of working is better in the long run, but it creates a tight schedule in the short term. However, the staff is willing to assist her because she helps and supports them when they are trying to meet a deadline.

Andy Teater – Council President, City of Hilliard, OH 614-330-1027

Mr. Teater has known Ms. Fasone since 2005. Mr. Teater was on the school board and worked with her in that capacity. He was elected to the Council in 2017 and they have worked more closely since. He was a big opponent of the former administration and she did a good job onboarding him, which made everything much easier.

Ms. Fasone is very smart but more than that, she has a savvy and finesse that allows her to move projects forward. She does not have direct supervision and is incredibly productive. She anticipates what the Council needs before they ask. She has made being a councilmember extremely easy because of her support.

Being responsive is one of Ms. Fasone's strengths. She has a vast knowledge of the history of Hilliard. She can find legislation or contracts from years ago that are beneficial in making decisions today. She is not an elected official but she is part of their meetings and offers creative solutions to issues. She recognizes that the Council decides the direction of the community.

While Ms. Fasone is good about keeping them informed, it is not necessarily her job, communication falls more on Administration. However, she does a great job communicating between the councilmembers. She is always calm in tense situations. Hilliard receives a high number of public record requests and she responds quickly and efficiently.

Controversial issues come before the Council but Ms. Fasone is not involved in them. Nothing in her background or conduct would concern a reasonable person. The Council's relationship with the former Mayor was not positive but everyone spoke highly of Ms. Fasone.

Mr. Teater would absolutely hire Ms. Fasone and gives her his highest recommendation. She is reliable in answering questions and providing information. She keeps them organized and reminds them of tasks they need to complete. She is just exceptionally good, and he is not sure they could replace her with someone at her level.

Mr. Teater thinks the world of Ms. Fasone and would be extremely disappointed to lose her. They receive whatever they need very quickly. She maintains a to-do list of Council priorities and brings it forward every month or two, to help keep them focused on the goals.

Reference Notes
Lynne Fasone

Words or phrases used to describe Lynne Fasone:

- Smart,
- Savvy,
- Knowledgeable,
- Dependable,
- Reliable, and
- Always in a good mood.

Strengths: Very smart, has a savvy, finesse that allows her to complete tasks, incredibly productive, anticipates what they need before they ask for it.

Weaknesses: None identified.

Kelly McGivern – Councilmember, City of Hilliard, OH 614-205-7298

Ms. McGivern has known Ms. Fasone since around 2007. Ms. Fasone is really superior at maintaining records and overseeing administrative functions. She is well versed in Ohio's requirements on open records and records retention. She maintains every document on behalf of the City Council.

Ms. Fasone is very responsive, and very timely in responding. She is quick to research information they request and responds even if just to indicate that she needs more time to research their request. She always meets deadlines.

Ms. Fasone can identify a problem and come up with potential solutions. She is very creative, although there is not much of a need for it in their organization. She has identified weaknesses in their processes. One pertaining to the software they were using and the problems it created. She identified solutions for them to consider so the organization could be more efficient.

Ms. McGivern has never questioned a decision made by Ms. Fasone. She works very independently and always represents them in a professional manner. She prepares the meeting minutes and provides them in a timely manner. She keeps the Council informed.

When the Council is considering a contentious issue, Ms. Fasone is responsible for maintaining the timeline that they give to those who are testifying. She is always very professional, but she makes sure they adhere to the timeline.

While Ms. Fasone has been involved in controversial issues in the City, she has not caused any controversy. Ms. McGivern does not know anyone who would disagree with the statements made in this reference about Ms. Fasone.

**Reference Notes
Lynne Fasone**

Everyone enjoys working with Ms. Fasone and respects her work ethic. Her ability to complete her daily tasks are one of the best in the entire city. She is the best clerk and an excellent hire. Ms. McGivern cannot give Ms. Fasone high enough praise and would be very sad to see her go.

Words or phrases used to describe Lynne Fasone:

- Very personable and pleasant to work with,
- Efficient in her operations,
- Task oriented,
- Functions independently and without oversight,
- Represents the organization very competently, and
- Very reliable.

Strengths: Very knowledgeable, detail oriented, reliable, works efficiently and independently, stellar work product.

Weaknesses: Delegation.

Sharon Cassler – MMC, City of Cambridge, OH 740-439-2640

Ms. Cassler has known Ms. Fasone since the early 2000s. Ms. Cassler was Chairman of the development committee and Ms. Fasone served on the board. She was very detailed in every assignment and paid close attention. When they were working on an event, she made sure that everyone came together as planned.

Ms. Cassler has reached out to committee members and Ms. Fasone is always very responsive. They communicate primarily through email. She can prioritize and understands what needs attention immediately. She was given many assignments because of her creativity.

Their committee is very large and meets once a quarter. When a member is given an assignment it is due a week before the next meeting. When Ms. Fasone is given an assignment, it is generally completed in the week following the meeting, basically ten weeks ahead of schedule. She likes to complete tasks and does not procrastinate just because the deadline is further out.

Ms. Fasone made good recommendations and decisions. She is very technologically wired and keeps up on current trends, which has helped their office function better. She is very good about keeping the committee informed.

Hilliard's former Council president did a session for their organization and he spoke very highly of Ms. Fasone. He talked about how they relied on her to keep them straight. He also mentioned that she was very good about meeting deadlines. She remains calm in tense situations.

**Reference Notes
Lynne Fasone**

Ms. Fasone has not been involved in anything controversial from a personal or professional standpoint. She is very good about reaching out to the new members. If someone is sitting alone at lunch, she sits with them. No one has said anything negative about Ms. Fasone to Ms. Cassler.

Ms. Cassler would hire Ms. Fasone, she is definitely a good clerk. She is very conscientious, and she works hard. You cannot go wrong in hiring her.

Words or phrases used to describe Lynne Fasone:

- Honest,
- Creative,
- Friendly,
- Efficient,
- Professional, and
- Kind.

Strengths: Very detailed, very organized.

Weaknesses: Hilliard is a suburb and has more resources than other cities in the state. Her creativity went further than their budget, at times, because she wants everything to be extremely nice. She scaled it back when asked to.

Diane Hicks - Administrative Assistant to Council, City of Hillard, OH 760-429-4032

Ms. Hicks was retired but began working for Ms. Fasone as a part time assistant in 2019. Ms. Fasone has a good personality. She records the minutes for council meetings and keeps the files up to date. She makes Ms. Hicks feel like they are a partnership instead of an employee and a boss. She is excellent in everything that she does.

Ms. Fasone is the record keeper. She had to dig out files from before her tenure and organize them. She has everything under control. They are still in the process of scanning old files and ordinances into the current system. They go through the file cabinet annually to make sure that everything is up to date. She is very timely in meeting assignments.

When Ms. Fasone receives an email for a records request, she responds in 24 hours. She is very tactful when solving problems. She comes up with new ideas and goals. She offers suggestions that will move the organization forward.

In Council meetings Ms. Fasone takes notes and Ms. Hicks finishes them up. She summarizes the meeting very quickly. She has been in Hillard a long time and understands the history. Even though Ms. Hicks works part time, she is always in the loop. Ms. Fasone stays calm in stressful situations and handles every request promptly and with respect.

**Reference Notes
Lynne Fasone**

Due to the nature of her job Ms. Fasone has been involved in controversy but nothing involving her specifically. Ms. Hicks does not believe anyone has a negative opinion of Ms. Fasone in the community or organization.

Ms. Hicks does not want to lose Ms. Fasone. She is cheerful and compliments the staff when they are doing well. When they make a mistake, she corrects them without making them feel inept. She has good leadership skills and her departure will be a loss for the City.

Words or phrases used to describe Lynne Fasone:

- Friendly,
- Caring,
- Professional,
- Responsive, and
- Always on top of things.

Strengths: Glue that holds everything together, perfect liaison between council and administration, can handle all types of personalities.

Weaknesses: None identified.

Prepared by: Lynelle Klein
Colin Baenziger & Associates

Section 4

CB&A Internet Research

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
March 30, 2020

Hilliard Council Adjusts to Remote Meetings Because of Coronavirus

Author: Kevin Corvo

The COVID-19 coronavirus global pandemic has required individuals and organizations to adapt in several ways. Those include the requirement for local governments to adhere to open-meeting laws while following the directives of Gov. Mike DeWine and state health officials to maintain social distancing to prevent the spread of the disease.

For the first time March 23, Hilliard City Council convened with no members present at the Hilliard Municipal Building. Instead council members and multiple administrators met remotely from their own residences. The meeting was broadcast live on the city's Facebook page. "Pulling this together was a team effort of the city's information-technology department and communications department," said David Ball, director of communications for Hilliard. "We considered different ways to stream the meeting and allow public questions and comments, because the online-streaming system we typically use for public meetings only allows for video and sound," Ball said. "To interact, you have to come to the meeting." While not ideal, Ball said, the March 23 meeting "was an interesting exercise in public engagement through social media and technology."

During the meeting, as each council member or administrator who had a camera spoke, they could be seen on screen. Occasionally, a member would forget to turn off the mute function, creating a lag in joining the conversation. During the meeting, those who were viewing could type questions into the dialogue box for Ball to read and relay to council.

Michelle Crandall, who began her job as Hilliard's first city manager in January and has more than 20 years of experience in municipal government with the city of Dublin, said March 23 "was a slightly different experience." "It's always easier to communicate in person rather than remotely, but we live in a time where technology can help us overcome this kind of obstacle," Crandall said. "In the end, I would have to say it was a success." About 40 people tuned into the broadcast from among the city's 8,350 Facebook followers, Crandall said.

Council President Andy Teater said he thought the meeting "went very well." "Generally, to me it seemed not much different than our normal meetings," Teater said. Teater credited council clerk Lynne Fasone, the administration and other council members for efforts "that allowed us to have a meeting that practiced physical distancing."

The city's new form of city-manager government also helped, Teater said. In November 2018, voters approved a city-charter amendment that changed the form of government from a strong mayor, effective Jan. 1. "Council has been provided good, reliable and complete information from the administration about all items on the agenda prior to the meeting," Teater said. "This allows council to research and ask questions prior to the meeting, which helps the meeting to be

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

efficient.” Still, “one thing that was missing was the face-to-face interaction with the public,” he said. Teater said he hopes the manner in which the meeting was streamed might lead to more residents becoming involved with watching local government. Ball said the remote public engagement “is something we will give consideration to for the long run once the current crisis is resolved.” Meanwhile, council will continue to meet remotely. “In our efforts to ensure essential government business can continue, we knew we needed to still be able to have City Council and other crucial meetings in a way that ensured public participation while also preventing the possible spread of COVID-19,” Crandall said.

During their “virtual” meeting March 23, council members put the brakes on three ordinances because of budget concerns related to a struggling economy in the midst of the pandemic. Council indefinitely tabled an ordinance that would have allowed the city to collect an additional \$5 permissive tax for each vehicle registered with the Ohio Bureau of Motor Vehicles by Hilliard residents. The collection would have started in January. Council also tabled, though not indefinitely, funding for the new position of a diversion-program coordinator and legislation that would make it unlawful for any person under 21 to purchase, use or possess electronic smoking devices.

Council member Cynthia Vermillion said she previously was “on board” with the permissive-tax legislation, but now she believes it could “impose a hardship” on residents. Council member Kelly McGivern said she also “had concern about moving forward.” Council opted to table the legislation indefinitely after Crandall asked that it be approved then or at least by July 1, the deadline for it to be effective Jan. 1. Council has two scheduled meetings in April, May and June before the July 1 deadline. Ohio law permits a taxing district to enact up to six \$5 levies, for a total of \$30 per vehicle registration, per year, Ball said.

Presently, Hilliard collects five such levies, for a total of \$25 per vehicle registration, per year, Ball said. The new tax would generate \$178,528 per year to be used toward road construction, repair and maintenance, according to the ordinance. However, Lindsey Bohrer, assistant communications director for the Ohio Department of Public Safety, previously said Hilliard’s additional permissive tax should generate about \$158,000 per year.

In 2019, 37,399 vehicles of one kind or another were registered by owners living in the Hilliard taxing district, Bohrer said. Using 2019 as a baseline when 37,399 vehicles were registered, and subtracting 228 commercial trucks, which are exempt, the remaining 37,171 vehicles, at \$5 per vehicle, generates \$185,855, according to Bohrer.

The Department of Public Safety applies a “reduction factor” of 85% to allow for partial-year registrations, for which the permissive tax is prorated. After applying the reduction factor, the annual additional income is rounded up to \$158,000, Bohrer said. Ball said the city’s estimate “is based on more data being considered about the number of cars and what we’re likely to get.” Council tabled until May 11 the ordinance that would make it unlawful for any person under 21 to purchase, use or possess electronic smoking devices.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

A related ordinance that would fund the position of a diversion-program coordinator to work with juveniles caught using electronic smoking devices also was tabled until May 11. The diversion program is intended to divert nonviolent juveniles found in possession of electronic smoking devices into an educational program to teach the health risks of vaping, Hilliard prosecutor Dawn Steele said previously. Council members cited future financial uncertainty in choosing not to go forward with legislation.

Crandall said she spoke with Hilliard City Schools Superintendent John Marschhausen, who told her he understood if the program were to be postponed, and she recommended council delay acting on the legislation. However, if a diversion program was to go into effect by the start of the next school year, which is scheduled to begin Aug. 20, a program director would need to be hired by July 1, Crandall said. "I'm generally supportive (of the program), but everything is fluid now," council member Omar Tarazi said.

Council did open the checkbook on another matter. City Council members voted 7-0 to appropriate almost \$800,000 for additional parking capacity and for improvements to the trailhead for the Heritage Rail Trail on Center Street. The city received five bids -- all below the engineer's estimate of \$917,750, with the lowest submitted by Columbus Asphalt Paving for \$793,675, Ball said. "It's below what we anticipated and budgeted, (and) we'd like to get started," Crandall said. She said the project would be "a catalyst" in Old Hilliard. "It's a good plan and a good quote," council member Tom Baker said. "We need to proceed.

Teater said the additional parking would be needed when bars and restaurants in the district reopen. The coronavirus pandemic has brought sweeping action statewide in an effort to contain the spread of the disease, including the closure of bars and restaurants to dine-in patrons except for carryout and delivery services. March 23 was a busy day for the city government, as Crandall also issued two more orders with her emergency powers as the city's acting emergency-management director.

One of the new orders was the closure of the Hilliard Municipal Building, 3800 Municipal Way, to the public. The other was for all nonessential city employees to remain at home through Monday, April 6, a directive based on DeWine and Ohio Department of Health director Amy Acton's stay-at-home order announced March 22.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

[CB&A Note: Only the information relevant to **Lynne M. Fasone** is listed below.]

ThisWeek Community Newspapers (Columbus, OH)
January 9, 2020

2020 council leaders have new duties
Author: Kevin Corvo

Also on Jan. 6, council members reappointed **Lynne Fasone** as council clerk, and three recently elected council members were sworn in.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
August 23, 2019

Hilliard Named a Defendant in Federal Lawsuit Over 2016 Council Vote
Author: Kevin Corvo

The city of Hilliard is the defendant in a lawsuit filed Aug. 22, according to documents from the U.S. District Court for the Southern District of Ohio. The plaintiff is 3799 Mill Run Partners LLC of Dublin, the owner of the vacant property at that address. David Ball, director of communications for Hilliard, said city leaders were aware of the lawsuit and “it’s in legal’s hands.” He directed *ThisWeek* to city attorney Phil Hartmann for questions. The complaint stems from the action Hilliard City Council took in May 2016 when considering a planned-unit-development modification that was required for Point Blank Range and Gun Shop to open at the building that once was Jed’s Fireballs and Brew and a Damon’s Grill and Sports Bar. Point Blank would have been a \$3.5 million facility with 30 new jobs and annual revenue of about \$3.6 million. Randall Jackson, owner of Dublin-based Jackson Real Estate and Development, told *ThisWeek* at the time. Hilliard City Council in May 2016 voted 4-3 in support of the PUD modification, but according to then-law director Tracy Bradford, a 5-2 supermajority was required to overturn the negative recommendation of the Hilliard Planning and Zoning Commission. The range instead opened as Shoot Point Blank in Lewis Center in Delaware County. Rex Elliott is the Columbus attorney representing 3799 Mill Run Partners. The city made a mistake, Elliott said, because only a simple 4-3 majority was needed – not a supermajority – to reverse the nonbinding recommendation of the commission. “It should have been approved,” he said. Elliott wrote in the complaint that the mistake came to light in January 2019 when Swensons Drive-In Restaurants appealed to City Council to reverse a PUD modification the planning and zoning commission had rejected.

In researching the city code, Bradford said in January, city officials discovered language for the requirement of a council supermajority to act contrary to the recommendation of the planning and zoning commission was absent concerning a PUD. She also said in January the window to appeal the decision had passed. Bradford, who resigned effective Feb. 1 as law director, said Aug. 23 she had no comment on the lawsuit. Council clerk **Lynne Fasone** articulated the nuance in a communication to City Council, according to the complaint. “Had the correct simple-majority requirement been applied, the (PUD modification for Point Blank) would have been approved,” Elliott wrote. City Council subsequently adopted legislation that aligned policy to require only a simple majority for City Council to overturn recommendations of the planning and zoning commission for PUD modifications and a regular rezoning. The complaint seeks “a declaration that the defendant’s actions were improper (and) a violation of plaintiff’s due process (and) compensatory damages caused by defendants’ violations of plaintiff’s right under the United States Constitution and Ohio Constitution as set forth above; attorney fees and costs, and any other declaratory, injunctive or other equitable relief this Court deems just and appropriate.” The city has 28 days to answer the lawsuit, after which there typically is a 60-day wait for the court to schedule a case-management conference, “then it’s off to the races,” Elliott said.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
May 7, 2019

Hilliard to Continue Charter-Amendment Discussion
Author: Kevin Corvo

Hilliard City Council plans further discussion on which city charter-amendment proposals city voters will see on the ballot Nov. 5. On April 22, council referred an ordinance that directs the Franklin County Board of Elections to place charter amendments on the ballot back to committee for further consideration, according to Council Clerk **Lynne Fasone**. She said council's public safety and legal affairs committee is tentatively scheduled to meet at 5:45 p.m., Monday, May 13, at the Hilliard Municipal Building, 3800 Municipal Way. A meeting of the full council will follow at 7 p.m., she said, when the ordinance is scheduled for a second reading and public hearing.

However, new legislation might be introduced May 13 for charter amendments that council desires to be presented as separate ballot issues, **Fasone** said. Those separate questions could include asking voters to amend the charter to end the city's primary elections for city council. The existing ordinance likely would move forward and include multiple proposed amendments that would be presented as a single package that would pass or fail on the ballot, **Fasone** said. The filing deadline is Aug. 7 for any charter-amendment issues to appear on the November ballot, according to the Franklin County Board of Elections.

In order to meet that deadline -- and allow all charter amendment legislation to receive three readings at regularly scheduled council meetings before council's summer recess -- any additional legislation must receive a first reading May 13, said Hilliard staff attorney Kelly Clodfelder. Legislation to end primary elections in Hilliard -- among the many recommendations a Charter Review Commission submitted last year to council -- appears to have support. "I am personally fine with it. (Political affiliation) is just a barrier," council member Nathan Painter said. Councilman Andy Teater said the subject "is a good candidate" to be presented as a separate question on the ballot.

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Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
March 18, 2019

Hilliard Leaders Could Consider Elimination of Partisan Council Elections

Author: Kevin Corvo

This year's Hilliard City Council elections could be the last with candidates appearing as Democrats and Republicans. Several council members said they supported the recommendation of the city's charter-review commission to amend the charter to have nonpartisan council elections instead of partisan primary and general elections. Voters would be asked to approve the charter amendment if City Council votes to place the issue on the ballot for the November general election. "I am personally fine with it. (Political affiliation) is just a barrier," council member Nathan Painter said.

"I agree," council member Andy Teater said. Teater said the subject "is a good candidate" to be presented as a separate question on the ballot. Council members Pete Marsh and Tom Baker concurred with the recommendation that it be placed on the ballot. The other two council members, Kelly McGivern and Les Carrier, were not present. Council members are expected April 8 to conclude reviewing all the recommendations of the charter-review commission, council clerk **Lynne Fasone** said.

An ordinance placing all recommended amendments on the ballot received a first reading in September and was referred back to committee, where it has remained, **Fasone** said. If City Council moves that ordinance out of committee April 8, it could receive a second reading April 22, said staff attorney Kelly Clodfelder. Teater suggested asking the voters for nonpartisan elections as a separate ballot issue so it would not influence the outcome of other recommended amendments. To do that would require a separate ordinance, Clodfelder said. It likely would not receive a first reading any sooner than April 22, she said.

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Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
November 27, 2018

Hilliard's 2019 Budget Up for Final Vote Dec. 10

Author: Kevin Corvo

Hilliard City Council members are looking closely at the 2019 general-fund operating budget, and amendments to it during 2019 are certain, according to council President Albert Iosue. Legislation to approve the general-fund and capital-improvements budgets is scheduled for a third and final reading Dec. 10. "We have always taken a detailed look at the budget," Iosue said. But this year is a little different, he said. That includes a decision not to fund some vacant positions until the transition to a city-manager form of government progresses.

On Nov. 6, Hilliard voters approved Issue 33, a charter amendment that replaces the city's elected "strong-mayor" model of government with a city manager, effective Jan. 1, 2020. "I think it is best that a city manager (once hired) have some input on some of these vacancies," Iosue said Nov. 20, a day after council members spent more than five hours at a work session, dissecting the general-fund and capital-improvements budgets line item by line item. The proposed 2019 general-fund operating budget is \$27.2 million and represents a 4.2 percent increase compared to 2018, when it was \$26.1 million.

Among the positions council members are suggesting not be funded immediately are city architect and deputy city planner. At the Nov. 19 work session, council Vice President Kelly McGivern questioned the need for the new position of deputy city planner. "He's swamped," council clerk **Lynne Fasone** said about the workload of city planner John Talentino. Councilman Andy Teater said the position could remain unfunded for one year and Councilman Les Carrier questioned if a lame-duck mayor could recruit effectively for it. Iosue suggested to invite Talentino to "present his case" for its immediate need.

Council members also said they would seek clarity from the city concerning the cost to hire a city architect rather than to continue contracting for the service on an as-needed basis. Iosue said City Council also could amend the proposed budget to mirror actual expenses made in 2018 rather than matching what was budgeted. "The administration isn't spending what was budgeted (in some accounts)," he said. In other areas, City Council could increase the budget. Carrier, in response to the Hilliard City Schools asking for a full-time Hilliard Division of Police school resource officer in each of its three middle schools, said he supports funding the two additional officers to make it a reality.

Currently, each of the district's three high schools has a dedicated officer and a fourth SRO covers the three middle schools. But, Iosue said, he does not support funding more SROs until it is a certainty the positions could be filled in time to start the 2019-20 school year in August. That is not certain, according to safety director Jim Mosaic, because of attrition, the limited capacity of each police academy class and the time requirement for recruits to graduate from the academy, complete field training and meet other requirements.

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Lynne M. Fasone
(Articles are in reverse chronological order)

Mosic and police Chief Bobby Fisher previously told council members the division would not curtail the resources of the patrol bureau at the street level to increase the number of SROs in the schools. Iosue said he also would require a formal written agreement concerning the district's share of funding for additional SROs before proceeding. Because of council members' preferred approach to the 2019 budget, Iosue said, the budget would need amended during the course of 2019 to allow for changes as they are identified. "It will be amended (during 2019)," he said.

On the capital-improvements side, Carrier supported the proposed funding to modify the pair of roundabouts on Main Street, which have been identified in recent years as accident-prone intersections from Mid-Ohio Regional Planning Commission studies. However, he lobbied to remove funding related to community education for proper use of roundabouts. "We simply can't afford that much given all the other items, Carrier said. "The best way to educate on this matter is to have Hilliard police sit there and issue tickets for failure to yield and speeding, which is what is causing the wrecks. Officers at high-traffic peak times will have a direct impact, quickly." The proposed capital-improvements budget for 2019 is \$18.3 million. The 2018 budget was \$19.1 million.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
January 25, 2018

Stay Issued in Hilliard City Council Members' Lawsuit Against City

Author: Kevin Corvo

Three Hilliard City Council members have taken legal action in an effort to prevent President Nathan Painter from appointing a new member. Judge Mark Serrott issued a stay and on Jan. 30 will give further consideration to the dispute concerning interpretation of the Hilliard City Charter during a "mediation conference," said Hilliard law director Tracy Bradford. The mediation was rescheduled from the original date of Feb. 2, she said. A lawsuit seeking a temporary restraining order to challenge Bradford's legal opinion that Painter remains president and to block him from acting in that capacity was filed Jan. 25 in the Franklin County Court of Common Pleas by the Hilliard-based Lardiere McNair law firm on behalf of council members Tom Baker, Les Carrier and Andy Teater.

City Council's six members have failed at three consecutive meetings to name officers for 2018, deadlocking 3-3 in every vote. Bradford has ruled that Painter and Kelly McGivern – elected to two-year terms as president and vice president at the organizational meeting in January 2016 – remain in those offices until new leaders are selected. Teater said Serrott's decision means Painter would not be permitted to appoint a replacement for Joe Erb, who resigned Dec. 14 because he was moving out of Hilliard. "We're satisfied," Teater said. "It gives us a chance to work toward a compromise and that is good for everyone."

City Council members had 45 days from Erb's effective resignation to name a successor or the council president may make the appointment, per the city charter, according to Bradford. The 45-day window ends Jan. 28 and the council president "shall" within 10 days make an appointment, she said. Bradford agreed that because of the stay, "no appointment to council will be made during this time." Painter said Jan. 25 he would abide by any binding decision and is not perturbed the matter required a judge's intervention. "It is what it is (and) the judge has spoken," Painter said. "I'm not mad (that a lawsuit was filed). This is simply a good-faith disagreement. "There are 14 good people in front of us (and) 14 solutions ... the charter provides for us as a way to appoint (a new) member, and I look forward to completing that process."

Both sides contend that they are following the city charter. "We are following the city charter," Councilman Al Iosue said. "The law director represents all of City Council, not just (some) members. ... Just because (a member) does not agree with an opinion does not mean the charter is not being followed." "We just want the city to follow the rules of the charter," Teater said after a Jan. 22 meeting at which the six members again failed to choose a president or vice president and also deadlocked on five new-member nominations from a field of 14 applicants.

The Jan. 22 officer nominations were Iosue and Teater for president and Baker and McGivern for vice president. Council members also failed to name a president or vice president at an organizational meeting Jan. 4 and a regular meeting Jan. 8. The five new-member nominations

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Lynne M. Fasone
(Articles are in reverse chronological order)

were Scott Brown, Johnny Dawson, Michael-lynn Evans, Kurt Gearhiser and Pete Marsh. Every deadlock has been along the same lines, with Baker, Carrier and Teater on one side and Iosue, McGivern and Painter on the other. Baker, Carrier and Teater decided to involve the court system last week. Their attorney, Darren McNair, sent a Jan. 22 letter to council clerk **Lynne Fasone** that stated, “Unless the council will agree to proceed as we have outlined ... we will have to escalate this situation.”

The letter said an agreement had to be reached by Jan. 23 or a lawsuit would be filed to restrain Painter and McGivern from “holding over” as acting president and vice president, respectively, “and from conducting any further business as council leadership.” Bradford said Jan. 24 the city offered to conference to avoid litigation. “Though we disagree with their analysis and conclusion, we are certainly willing to discuss the matter,” she said. “I hope they will take us up on our desire to engage in meaningful dialogue prior to filing a lawsuit.” Bradford said the position held by Baker, Carrier and Teater is “predicated on a misinterpretation of the charter” and is “a fallacy.”

Carrier and Teater have cited section 2.12 of the city charter: “In the absence of the president and vice president, the council members present shall elect a temporary presiding officer from among their own number to serve during the meeting.” On Jan. 8, Teater nominated Iosue, who voted against Teater’s nomination for president Jan. 4, as a presiding officer, but Painter rejected it because it conflicted with Bradford’s legal opinion that the office of president is not vacant, nor is anyone absent from it. A vote on whether to sustain Painter’s decision was called and it deadlocked 3-3.

McNair’s legal opinion, relying on the city charter and the operating rules of council, is that the terms of Painter and McGivern ended when the organizational meeting was convened Jan. 4. McNair said the deadlock prevents the selection of a seventh member, a president, a vice president and even a presiding officer, and he agreed with Bradford that “there is no tie-breaking procedure.” He said the city must follow Ohio Revised Code, Section 731.43(B), which calls for the new member to be chosen by “the residents of that city who are members of the county central committee of the political party by which the last occupant of that office was nominated.”

In this instance, the members of the Franklin County Republican Central Committee who represent Hilliard would appoint the seventh member, McNair said. “We believe that the plain language of the Hilliard City Charter and the operating rules ... makes this much less complicated than it seems,” he wrote. Bradford said she was unaware of a council member ever filing a lawsuit against other council members or the city. The city is being represented by special counsel Philip Hartmann, an attorney with Frost, Brown Todd.

A Jan. 22 press release from Keep Hilliard Beautiful said the organization was backing Baker, Carrier and Teater. The trio helped form Keep Hilliard Beautiful in 2016 to support Issue 9, which voters approved to amend the city charter to prohibit City Council from rezoning by emergency and from using tax-increment-financing agreements for residential developments and those with residential components.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
January 5, 2016

Charter Spat Spills Over into Vote on Leadership

Author: Kevin Corvo

Hilliard City Council re-elected its two leaders at an organizational meeting Monday, Jan. 4. Council members voted 6-1 to stay the course with Nathan Painter as president and Kelly McGivern as vice president. No other nominations were made but Councilman Les Carrier dissented on votes to close nominations after each was rendered and also cast the vote against both Painter and McGivern. Speaking after the meeting, Carrier said he voted against the nominations because he does not support the current leadership, particularly the decision last August to enact emergency legislation to rezone land necessary to build apartments and a road extending Trueman Boulevard east to Edwards Farms Drive.

“Where’s the road?” Carrier asked, referring to the lack of immediate progress on the road despite the stated urgency in August to approve the authorizing legislation as an emergency. The action was the root cause, Carrier said, for him to lead Keep Hilliard Beautiful’s effort to circulate a petition late last year to place two charter amendments on the March primary ballot: one to prohibit City Council from approving rezoning requests by emergency and the other to prohibit tax-increment-financing districts for residential uses. The Franklin County Board of Elections certified the petition in November. However, City Council last month, citing a legal opinion that the petition was flawed according to Ohio elections laws, voted to keep the proposed amendments off the ballot.

Keep Hilliard Beautiful then filed a request for a writ of mandamus from the Ohio Supreme Court, asking the court to compel City Council to fulfill a legal obligation to place the proposed amendments on the ballot. Attorney Joseph R. Miller of Vorys, Sater, Seymour and Pease was the attorney City Council consulted about the petition. “The relators demanded that City Council simply rubber stamp petitions that did not meet the requirements of Ohio’s election laws and could mislead voters,” Miller said in a Jan. 5 email. “City Council could not do so under the law. Instead, Ohio law required City Council to determine if the petitions were in strict compliance with all legal requirements for placing the measure on the ballot. “The petitions were not and now the relators are asking the Supreme Court to excuse this failure to satisfy all such requirements and place a patently misleading measure before Hilliard’s voters.”

Miller said his firm responded to the writ of mandamus last week. Both sides have filed briefs and rebuttals and await a ruling from the Supreme Court, Carrier said. While no deadline for a decision exists, the case will be expedited and a decision is expected within three weeks to determine whether proposed amendments will be placed on the ballot, Carrier said. In other business Jan. 4:

* The three City Council members who were unopposed in November and re-elected to new terms, Joe Erb, Al Iosue and Painter, were sworn in immediately prior to the election of

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

leadership. Mayor Don Schonhardt, who also was unopposed and re-elected in November, had already been sworn in for his fourth term in office.

* City Council unanimously approved a resolution reappointing **Lynne Fasone** as council clerk. **Fasone** first was appointed to a two-year term in January 2006 and reappointed in 2008, 2010, 2012 and 2014.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
November 18, 2015

Charter-Change Petitions Files with County

Author: Kevin Corvo

A local charter-amendment campaign is one step closer to the ballot after Hilliard City Council clerk **Lynne Fasone** on Friday, Nov. 13, filed 40 original-part petitions containing 1,109 signatures at the Franklin County Board of Elections. If certified by the board, Hilliard voters would be asked in the March 15 primary election to consider two changes to the city charter. One would prohibit Hilliard City Council from approving rezoning requests by emergency; the other would ban the use of residential tax-increment-financing districts.

In a letter to the board of elections, **Fasone** asked the board to provide Hilliard officials with the total number of verified signatures needed -- 10 percent of the total number of Hilliard voters in the most recent municipal election. Because the petition was filed Nov. 2 with **Fasone**, one day prior to the Nov. 3 general election, the benchmark would be 10 percent of the number of voters in 2013, believed to be 251. The board has 10 days from receipt to reject or certify the petition, after which the city must act "forthwith" to place the issue on the ballot, Hilliard law director Tracy Bradford said Nov. 17.

If the petition is deemed valid, the city is required to enact legislation to place it on the ballot no sooner than 60 days and no later than 120 days after certification of the petition, according to Bradford. Keep Hilliard Beautiful, a group led by City Councilman Les Carrier and whose supporters include Hilliard school board members Paul Lambert and Andy Teater and Norwich Township trustees Chuck Buck and Larry Earman, circulated the petitions. Carrier disputes Bradford's opinion concerning when the issue is to appear on the ballot. Carrier said Nov. 17 he believes the 120-day requirement applies to the day the petition is filed rather than the day it is certified.

If the 120-day requirement is applicable to the filing date of Nov. 2, the election must occur before March 15 and would require a special election, Carrier said. Bradford said that if the petition is certified, City Council must act no later than Dec. 16 to place the issue on the ballot. Bradford cited a section of Ohio Revised Code as the city's guideline on how to proceed for a March 15 election. "It's a committee decision," Carrier said about whether to challenge that the ballot issue is required before March 15. "We just want the people to have a say."

Carrier, who said he has obtained legal counsel for Keep Hilliard Beautiful, was more adamant about both charter-change questions appearing as a single ballot issue. "It was asked as one question on the petition and that is how we want it to appear on the ballot. (The city) can't change that," Carrier said. Bradford called the dispute "premature." "The board of elections hasn't even certified that a sufficient number of (valid) signatures have been submitted," Bradford said.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community News (OH)
November 4, 2015

Carrier Files Petitions to Amend City Charter
Author: Kevin Corvo

Hilliard voters likely will be asked in March to consider two amendments to the city charter. One amendment would prohibit Hilliard City Council from approving rezoning by emergency; the other would ban the establishment of residential tax-increment-financing districts. It has not been determined if the proposed amendments would appear on the ballot as individual or combined questions, law director Tracy Bradford said Nov. 2. “That is something the (Franklin County) Board of Elections would ultimately determine,” Bradford said.

On Nov. 2, City Councilman Les Carrier submitted petitions with approximately 1,115 signatures from Hilliard voters asking for the issue to be placed on the ballot. Carrier submitted the petitions to council clerk **Lynne Fasone**. More than 35 people circulated petitions for the group called Keep Hilliard Beautiful and collected the signatures, Carrier said. **Fasone** has 10 calendar days, counting Nov. 2, to review the petitions for the required number of signatures, Bradford said. Within 10 days, **Fasone** is required to submit the petitions to the Franklin County Board of Elections, Bradford said.

The board of elections has 10 days to certify or reject the petitions. If certified, the petition would be redirected to Hilliard City Council, which would be required to enact legislation to place it on the ballot no sooner than 60 days and no later than 120 days after its certification, Bradford said. The March 15 primary in Ohio falls inside the required window to place the issue on the ballot, Bradford said.

Carrier disputed Bradford’s calculations. He said City Council is required to place the issue on the ballot no sooner than 60 days and no later than 120 days from the day he filed the petition, making the last day March 1, thus requiring a special election. Bradford cited Section 731.28 of the Ohio Revised Code as the city’s guidelines on how to proceed for the March 15 election. Carrier said the petition was crafted to ask both questions as a single ballot issue. He said unlike referendums and initiative petitions, a city charter amendment can present two questions on a single ballot issue.

Carrier said he wanted to file the petition before Election Day so the required number of signatures would be based on how many people voted in the last municipal election in 2013 rather than the Nov. 3 election. According to information Carrier said he obtained from the board of elections, he and his supporters were required to obtain 251 valid signatures, equivalent to 10 percent of the total numbers of voters in the last municipal election. Carrier said in September when he recruited petitioners at a town hall-style meeting that he hoped to have 1,200 signatures collected before Election Day.

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Lynne M. Fasone
(Articles are in reverse chronological order)

Norwich Township trustees Chuck Buck and Larry Earman and Hilliard school board members Andy Teater and Paul Lambert were among those at the September meeting. Carrier said he launched the initiative in response to City Council's action Aug. 24 to rezone 20 acres north of Davidson Road and east of Interstate 270 to allow for the construction of 218 apartments. Council members also approved a TIF for the 218-unit apartment complex called the Pointe. The TIF will finance the construction cost of extending Trueman Boulevard north to Edwards Farms Drive in Columbus.

Carrier was the lone dissenter in each of three votes -- a rezoning request, establishment of the TIF and a development agreement -- required to approve the Pointe. "(But) here we stand 70 days after the emergency and we still have a field, no road," Carrier said. Carrier said he and others would work in the next few months to educate the community about the effort. "This is not anti-development; in fact, nothing in these proposed changes even mentions commercial development," Carrier said. "Our effort is simple: to ensure residents have a voice in how our property is rezoned and to eliminate apartment and residential tax-increment-financing incentives." Carrier said Keep Hilliard Beautiful would primarily use social media to promote its efforts. "We will continue to put our position forward," Carrier said.

Mayor Don Schonhardt said Nov. 3 that Carrier's proposal, if successfully placed on the ballot and approved by voters, would have a detrimental effect on the city. He also cited Carrier's votes with the rest of City Council on Nov. 2 to modify TIFs for Landmark Lofts and the Ansmil West Planned-Unit Development, both mixed-use developments with residential components. He said Carrier submitted a petition to prohibit residential TIFs on the same day he voted in favor of two TIFs with residential components. "I think that shows the mechanism has a place and to take that tool away from us puts us at a distinct disadvantage when competing for development against other cities in central Ohio," Schonhardt said.

Painter concurred. "Should these two charter amendments be passed by the voters, we will be placed at a distinct economic-development disadvantage within the central Ohio region," Painter said. Painter said the effort to block only residential TIFs and not commercial TIFs is "a flawed concept" because in order to have commercial development, the city must maintain a demographic to support commercial development, and that requires "a diverse housing stock and a reasonable number of apartments." "We have used the economic-development tools provided to us by the state legislator and our charter, in conjunction with our comprehensive plan, to develop our community into one of the most desirable in central Ohio. These charter amendments will impair our ability to compete and limit us in providing our community with the amenities (that make us desirable)," he said.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community News (OH)
November 3, 2015

Councilman Files Petition to Amend City Charter
Author: Kevin Corvo

Hilliard voters likely will be asked in March to consider two amendments to the city charter. One amendment would prohibit Hilliard City Council from approving rezoning by emergency; the other would ban the establishment of residential tax-increment-financing districts. City Councilman Les Carrier on Nov. 2 submitted a petition with more than 1,100 signatures to council clerk **Lynne Fasone**. **Fasone** will review the petition before submitting it to the Franklin County Board of Elections, and if certified by the board, City Council would be required to place the issue on the March 15 ballot, according to law director Tracy Bradford.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
December 29, 2014

Council Clerk Earns ‘Master’ Certification

Author: Kevin Corvo

Hilliard City Council clerk **Lynne Fasone** was certified in November as a Master Municipal Clerk, one of only 44 in Ohio. “It was a personal goal of mine to advance my education and further my professional development,” said **Fasone**, who has been clerk of Hilliard City Council since August 2005. **Fasone** is a member of the Ohio Municipal Clerks Association and the International Institute of Municipal Clerks. The latter offers several certifications and programs, including Certified Municipal Clerk and Master Municipal Clerk.

Becoming a Certified Municipal Clerk was a requirement for the job in Hilliard, **Fasone** said, but earning a Master Municipal Clerk certification was her own endeavor. “It’s a privilege to work for Hilliard and to be part of a team advancing our community,” **Fasone** said. **Fasone** worked as a legal secretary for eight years at the law firm of BakerHostetler before seeking the job as clerk of City Council in Hilliard. **Fasone** is among the approximately 10,300 members of the International Institute of Municipal Clerks in the United States, Canada and 15 other countries, of which she was the 685th to earn master certification, **Fasone** said.

Among the requirements to become a Master Municipal Clerk are 60 points in advanced education and 40 points in professional contributions. One point is the equivalent of two hours, **Fasone** said. Representing City Council on the Shade Tree Commission and serving on committees of the Ohio Municipal Clerks Association are examples of professional contributions. **Fasone** likened advanced education to taking 200 level classes of the same 100 level courses she completed to earn Certified Municipal Clerk. It took about five years for **Fasone** to complete the requirements for Master Municipal Clerk, she said. Tami Kelly, the clerk at Grove City and a board member of the International Institute of Municipal Clerks, presented **Fasone** with her certification at a recent Hilliard City Council meeting.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
January 29, 2013

Hilliard Council Sets \$75K Budget for Branding Project

Author: Kevin Corvo

Hilliard officials plan to spend no more than \$75,000 in an effort create and promote a brand for the city. City Council members on Jan. 28 approved, albeit with a second effort, an ordinance authorizing Economic Development Director David Meeks to draft a contract for no more than the approved amount with the firm FrazierHeiby. In June and July, a City Council committee interviewed several firms and selected FrazierHeiby for the job. The firm also developed the “It’s Greener in Dublin” slogan for Dublin, used widely in the past decade on the neighboring city’s marketing materials.

Funding for the branding effort became available at the start of the year. The ordinance initially failed at the Jan. 28 meeting because only four members were present. Al Iosue and City Council President Brett Sciotto were absent; and one seat is vacant after Stephanie Kunze resigned in December to take her seat in the Ohio House of Representatives. Jim Ashenhurst, who had voiced opposition to the project since its proposal, voted against the measure. Nathan Painter, Joe Erb and Vice President Kelly McGivern voted in favor of the ordinance.

Council Clerk **Lynne Fasone** announced the ordinance had been approved 3-1, but before the conclusion of the meeting, Assistant Law Director Tracy Bradford conferred privately with Painter and McGivern, and it was announced the ordinance had failed as a majority of all council members, rather than a majority of quorum, was required. Bradford advised that only Ashenhurst could ask for its reconsideration. Ashenhurst did so and then recast his vote in the affirmative, allowing the project to move forward.

Ashenhurst said after the meeting he knew the ordinance would have passed if another member were present, and he saw no need to intentionally derail the project. But, he said, he remained opposed to the branding effort. Ashenhurst said previously he did not think it prudent to spend money on what amounts to a marketing campaign with phrases and logos. “We’ll get nothing out of this,” he said Jan. 28. Other members seemed similarly apprehensive in the past, but resolved to make the contract include specific “metrics” to measure the city’s return on its investment.

In other business Jan. 28, City Council members approved the purchase of rock salt, fuels, parts and service for fleet vehicles, as well as professional services for the building department. City Council also approved legislation to purchase a vacant parcel at 5362 Center St. and a resolution supporting an application by Sunset Development to apply for housing tax credits from the Ohio Housing Finance Agency. The tax credits will be used to refurbish the Sturbridge Green Apartments, 3750 Sturbridge Court.

Three committees also met in advance of the full council, including the Public Safety and Legal Affairs Committee, in which an ordinance proposing to repeal the city’s ban on texting while

Internet – Newspaper Archives Searches

Lynne M. Fasone

(Articles are in reverse chronological order)

driving remained in committee. Bradford advised the city to repeal the statute because it conflicts with Ohio law that went into effect late last year. Hilliard's ordinance makes texting while driving a primary offense while Ohio law does not, except for drivers under the age of 18. Iosue said he would prefer that Hilliard keep its law if for no other reason than a public relations tool, but police have the ability, Painter said, to enforce either the state law or the local law on a case-by-case basis.

Deputy Police Chief Bobby Fisher said the texting statute is difficult to enforce. Most often, police officers apply a charge of failure to pay full-time attention, an easier charge to levy in at-fault accident investigations. An ordinance establishing a policy for alcohol consumption and sales in two Hilliard parks and by special permit also remained in committee Jan. 28.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
June 12, 2012

City Buys iPads so Council Members can go Paperless
Author: Kevin Corvo

Hilliard City Council is joining a growing number of local government agencies going paperless. Instead of receiving tomes of agendas, ordinances, resolutions and blueprints, council members will receive all such information electronically. City Council, with its own budget, purchased eight iPad 2 tablets, one for each member of council and the clerk of council. A specialist from the city's Internet technology department led a training course for council members during a June 11 council of the whole committee meeting. The eight refurbished units cost \$2,792, and city officials said they will pay for themselves inside one year. City Council President Brett Scotto said the city is expected to save \$4,075 annually by using digital files in lieu of paper.

The savings is based not only on the cost of paper, but the cost to assemble and deliver packets to each council member. In the past, council clerk **Lynne Fasone** has personally delivered packets to council members and was paid travel expenses to do so. Now, such information will be uploaded to each council member's iPad. "A lot of councils are doing this. ... It makes sense," Scotto said. The June 11 meeting was the first that council members used the new technology. The administration also purchased the same units for department directors. **Fasone** said a small number of agendas and ordinances still will be printed and made available to the public at meetings of City Council.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

[CB&A Note: Only the information relevant to **Lynne M. Fasone** is listed below.]

ThisWeek Community Newspapers (Columbus, OH)
January 12, 2012

Council OKs emergency legislation; committee assignments announced
Author: Gary Budzak

In addition, committee assignments were given, as follows:

* DARE liaison; Shade Tree Commission: Council Clerk **Lynne Fasone**.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
January 26, 2011

Legislation Offers Funding Alternative
Author: Unknown

Mayor Don Schonhardt's first veto will have to wait until Valentine's Day, and Hilliard City Council will have an alternative ordinance to consider if they can't override the mayor's veto. Council needs five votes to override the veto. At its Jan. 11 meeting, city council approved by a 5-2 vote changing the percentage of the 6-percent hotel/motel bed tax that would go to Destination Hilliard, a convention and visitor's bureau, from 25-percent to 50-percent. The other 50-percent would be placed in the city's general fund. On Jan. 17, Schonhardt sent a letter to council president Brett Sciotto declaring his intent to veto the ordinance. He cited six reasons for his decision because of "very grave concerns I have about this legislation and its adverse impact on our community and its citizens." It will mark the first time in his two terms as mayor Schonhardt has exercised his veto authority. Several council members and Destination Hilliard staff expressed their disappointment in Schonhardt's decision.

The veto was not considered at the Jan. 24 council meeting, but instead is expected to occur at the next council meeting on Feb. 14. Law director Pamela Fox said the matter can't be taken up until 10 days after the letter's date. "It's a statutory requirement," Fox said. "We will put it back on the council agenda," council clerk Lynne Fasone said. She said it would be announced like "Shall ordinance 10-40 be passed, notwithstanding the veto of the mayor. Those voting yes override the mayor's veto, those voting no will vote to sustain the mayor's veto."

Near the end of the Jan. 24 council meeting, councilman Tim Roberts sponsored what he called a "logical compromise" to the controversy. His "alternative funding" ordinance calls for a grant of \$65,000 from the city's general fund to Destination Hilliard. As a requirement of the funding, Destination Hilliard would report to council on a quarterly basis on its activities and the use of the funding. The ordinance would be in effect only if council did not override the veto. "To me, what this accomplishes is it gives Destination Hilliard the full funding for one year," Roberts said. "This is guaranteed money that would be provided in a lump sum É rather than them having to wait for monthly increments." He said it would also conform to the funding of other organizations by council. Stephanie Kunze, who joined Roberts as the only council members to side with Schonhardt, seconded the adoption of the ordinance. "We do want to fund this organization," said Roberts, referring to himself and Kunze. He wants to see if Destination Hilliard proves to be effective over the year. "If they perform as I think that they will, I don't think anyone on this council would withhold funding from them next year," Roberts said. The legislation will be held over for a second reading at the Feb. 14 meeting despite not being referred by committee. "I introduced it that way because it was the only way it was guaranteed to get on the agenda and my reasoning would be heard," Roberts said afterwards. If the votes from the Jan. 11 meeting remain unchanged next month, council would have the supermajority (5 of 7) needed to override the veto on Feb. 14.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
September 22, 2010

New City Website Up and Running

Author: Unknown

If you type in cityofhilliard.com, you will be redirected to the city's new website, hilliardohio.gov. Colorful photos of Hilliard grace the site, which contains the headings about Hilliard, live, work, play, government, police, resources; and quick links to Destination Hilliard, Hilliard Farm Market, Service Request Center, public records request, interactive mapping and First Responders Park order form. "We think it's just fabulous," said council aide **Lynne Fasone**, who was on the committee to refresh the website. "It does everything that we set out on this phase one, to be a 24/7 website for the residents."

A Columbus company, 361 Studios, designed and developed Hilliard's new site. "There were several specific goals for the project," said Phil Wilson, president and CEO of 361 Studios. "One was to give them a better opportunity to maintain the website. They wanted a new look, a new feel for it, be a little bit more flexible for producing content for people to take a look at and read online." Wilson said they created a new content management system "which allows pretty much everybody at the city to go in there and update content to push it out to the Web, so that made things a lot easier for them."

It took 361 Studios three months to launch the new website, which was officially unveiled at the Old Hilliardfest. "We had a photo booth there where people could get their picture taken, and we put them online, and people can go online and see their picture. That was a good way to launch the site, get a lot of buzz for the website," Wilson said. Now that the new site is up and running, the website design company will see what the city needs next. For now, though, things are looking good. "The thing they were really hoping was the new design," Wilson said. "It gives the city of Hilliard much more personality, because the old site was very antiquated and didn't have a lot of flavor. They didn't necessarily want to look like a municipality. They wanted a little bit more visual appeal while at the same time being very logical to navigate. That was really the main thrust of the project."

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
July 21, 2010

New City Website Will Go Live Sept. 1
Author: Unknown

The city of Hilliard's new and improved website is scheduled to go live on Sept. 1 and will be publicly unveiled on Sept. 11 at the Old Hilliardfest. From the city's home page, users will be able to check out seven "landing pages" -- About Hilliard; Live; Work; Play; Government; Police; Resources. Each landing page will have interior pages users can click on. For example, under About Hilliard there will be a "Message from the Mayor," a "History of Hilliard" and a contact list.

City officials hope to have a different domain name for the new site from the current www.cityofhilliard.com, and have those who are searching redirected to the new site. Meg Mannion, director of creative services for Three Six One Studios, met with the city's communication and outreach working group July 19 at city hall and discussed progress on the website. Three Six One, a Columbus company whose clients include the Columbus Zoo, Max & Erma's and Limited Brands, was awarded the contract in May by the 17-member group of city officials.

"That's one of our specialties when we have large groups, is getting buy-in from the entire team," Mannion said. "You don't want to get to the end of the project and the loudest person go, 'Wait a minute. I didn't see anything.'" "Everybody seems really excited about it. We just took a little extra time with the site mapping to make sure that was solid, because that's the foundation. Putting the content into the site is much more difficult than anyone anticipates. And that's up to the city of Hilliard to do."

"Each department head is responsible for the content," said **Lynne Fasone**, council aide and a member of the outreach group. "They're looking at the current pages and seeing what needs to be updated and tweaked, or just deciding to migrate that content over. It's a big job." Yet by doing that job, the city saves money. The site will also use Sitefinity, a web content management system that includes updateable calendars, forms and surveys.

"We like clients being able to go in and update things and not having to come back to us and charging hourly rates for them to get little tiny updates or waiting for us to do it," Mannion said. "It's a really intuitive CMS." Fasone said once completed and the city's staff trained, the new site will be like a "24-hour city hall" that will look better, have more information and be easier for all to use.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
April 21, 2010

City Preparing to Shred 450 Boxes of Documents
Author: Unknown

For individuals, destroying documents is as easy as sliding a button and feeding the shredder. But for the city of Hilliard, like other local municipalities, things are a bit more complicated. Council aide **Lynne Fasone** calls it “jumping through hoops.” “We have to fill out records retention schedules and then they have to be approved by the (city’s) Records Commission, and also the Ohio Historical Society, and there’s a lot to it,” Fasone said. “There are tons and tons of records.”

City clerk Tara Maine is the records custodian. Recently, she and administrative assistant Angela Harris have been preparing for the city’s annual shred on May 5. “She seems like she’s been down in that basement forever,” Fasone said of Maine. “It’s in my job description to be the record-keeper for the city, so I have to make sure we’re keeping the correct records, and we’re getting rid of the right records,” Maine said. “I wouldn’t necessarily say it was my job to go down there and look through everyone else’s boxes, but somebody needed to do it because we were running out of space.”

For the past year, they’ve gone through every box and looked at all the retention schedules. Maine called it a big project. First, the Records Commission, which meets twice a year, has to give its approval to shred or change a retention schedule. Each department has a suggested retention period for records in each department determined by the Ohio Historical Society, Maine said. Many records can never be destroyed, but for those whose retention time frame comes up, a form listing them sent to the Historical Society.

“They have to approve it, and make sure it’s nothing they want for historical purposes. And then once they’ve approved it, they send it off to the Ohio auditor and they see if there’s anything that we’re going to shred that they want and that it’s nothing that would have value on their end,” Maine said. There’s a 15-day waiting period, and if there’s no records requests, they have the green light to shred. “In the time I’ve been here (2.5 years), I haven’t had anybody ask me for a record, but we have to wait just in case,” Maine said. On the morning of May 5, Shred-it will start hauling boxes of documents to be shredded and recycled. Maine said will take all day. “The last shred (in March 2009) we had roughly 256 boxes,” Maine said. “This time, we have somewhere between 450 and 500 that’s including the Police Department, Mayor’s Court and Finance Department.”

Law director Pam Fox, a member of the records commission, acknowledged the efforts of Maine, Harris and Lt. Robert Parkey of the Hilliard Police Department at last week’s council meeting. “It’s a very important part of what we all do,” Fox said. “Part of learning about how to keep public records is also being able to get rid of them when the time is right. It’s been a very huge task, and I just want to publicly thank them for all of the work that they have done.”

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
March 31, 2010

Hilliard Seeking Firm to Upgrade Web Site

Author: Unknown

The city of Hilliard is looking for an experienced design firm to update its Web site. “We want to expand and enhance it, make it more responsive for the needs of the community -- a virtual 24-hour city hall, a one-stop source of information,” said **Lynne Fasone**, clerk of council. In 2008, city council formed a communications and outreach working group, and one of its initiatives was to update the city’s existing Web site. “We want to make it more visually appealing, (and) updated in a consistent format throughout the Web site,” **Fasone** said.

The current www.cityofhilliard.com Web site has been around for well over a decade, said city council president **Brett Sciotto**, who chairs the working group. “It was designed by some engineers in the Service Department, and we’ve added to it over the years, but it’s never been professionally done.” The city has issued a Request For Proposal regarding the re-design. The redesigned site will “serve as the city’s Internet presence for a minimum of three to five years,” the RFP states. “It is the city’s wish to redesign the site to support e-government transactions such as on-line permits, on-line forms and applications, on-line payments, and a variety of other activities.”

In addition, the site will “be used as a public communication tool” for “promoting the city” with interactive e-mail, surveys and access to city calendars. The firm involved in the redesign may also be hosting the Web site, according to a provision in the RFP. The total project cost is not to exceed \$15,000, excluding maintenance and hosting. Design proposals are due April 21, with the three finalists making presentations the week of May 3. The contract will be awarded on or after May 10, and the anticipated “go live” date is July 1.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
August 27, 2008

Council Hopes to Return to Chambers by Sept. 22

Author: Unknown

Hilliard City Council members returned from their annual summer recess Monday night but not to their usual meeting site. The Hilliard Community Center on Veterans Memorial Drive served as city council's temporary home Monday and will for the next regularly scheduled city council meeting on Sept. 8 while city council chambers are being renovated at the municipal building on Municipal Way.

Council president Brett Sciotto said he is pleased with the progress that is taking place at the municipal building despite the project being a bit behind schedule. "We will be back here (community center) one more time," Sciotto said. "We have extended the contract, allowing the contractor to work on the chambers a little bit longer. I think they have made great progress and the finance department is looking great too. We will be back here one more time on Sept. 8 and then hopefully we will move back to city hall where things should go more smoothly, but this hasn't been bad."

Sciotto said contractors found a bit more work than they anticipated during the renovations, discovering some walls that had to be rebuilt due to water damage from past roof leaks. That led to the need to extend the contract to complete the project. City council clerk **Lynne Fasone** said the project cost is still within the amount approved by council. "The ordinance included a 10 percent contingency amount and the project is still well within that amount," Fasone said.

Mayor Don Schonhardt said he is pleased with what he has seen. "The progress on council chambers has been most noticeable as of late," Schonhardt said. "The brick walls are disappearing and it is taking on a new shape. Hopefully we will be back there for the meeting on the 22nd." Earlier this year city council authorized the expenditure of approximately \$450,000 for physical improvements at the municipal building. The bulk of that amount, \$300,000 was for the city council chambers renovation. Another \$150,000 was approved for improvements to the finance and human resources departments.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
May 27, 2008

Council President Says Edward Howard Contract Won't Be Extended

Author: Unknown

Hilliard City Council President Brett Sciotto said Monday night that he will not recommend extending a contract with Edward Howard & Co. The city entered into a \$45,000 contract with the communications firm in 2007 to assist with branding, promotions and building the city's image. The first phase of that agreement was to develop a new logo and slogan for the city. After reviewing Edward Howard's initial logo designs, city council members and Mayor Don Schonhardt, working with a local graphic artist, came up with their own concepts and sent them back to Edward Howard.

City Council Clerk **Lynne Fasone** said she was told by an Edward Howard representative that the firm was not comfortable working with another artist's designs and wasn't clear on the direction city council wanted to pursue. **Fasone** said Edward Howard's representative thought the firm had been directed to do a more modern, forward-thinking design, but the samples sent back to them were more "old fashioned." **Fasone** said Edward Howard is sending the complete original set of logo designs back to Hilliard City Council to review, but that the company has indicated it will not do additional work on the logos without a contract extension. Following Monday night's city council meeting, Sciotto said he was unhappy with Edward Howard and that he will not recommend a contract extension with the company. "There will be no Phase II," Sciotto said.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

Hilliard Northwest News (OH)
December 18, 2007

AEP Tree-Felling Plan Expected to Move Ahead as Scheduled
The City's Efforts to Mitigate Adverse Effects of the Plan May be Limited to City-Owned Land

Author: David Lewis

Darby Glen residents hoping to protect their trees from being cut down by American Electric Power have been disappointed to learn that AEP's plan is expected to go forward as scheduled. AEP's vegetation management plan calls for the felling of hundreds of trees in and around the city of Hilliard, and residents in the Darby Glen subdivision have been vocal about their opposition to the plan. The company is required to cut down trees located near power lines due to Federal Energy Regulatory Commission safety requirements that came about as a reaction to an August 2003 blackout that knocked out power to 50 million customers in the northeastern U.S. and southeastern Canada.

Earlier this month, members of Hilliard City Council came out against AEP's plan, asking that the company postpone the removal of any trees until city officials understand specifically what is required of AEP. However, subdivision residents affected by the plan recently received an e-mail from **Lynne Fasone**, council secretary, that Darby Glen Civic Association President Bob Zust called "discouraging." "The city of Hilliard will make every effort to mitigate any adverse effects the AEP plan will have within the city of Hilliard," the e-mail read. "However, as a municipal corporation, it is possible that our mitigation efforts may be confined exclusively to the land owned by the city."

Zust said he believes AEP is hiding behind federal mandates and that according to his interpretation of the requirements, utility companies need only have a plan to control vegetation. Zust and other residents are frustrated that the plan will go through before they have the time to challenge AEP's interpretation of the federal mandates, he said. "AEP's plan involves removing all trees and shrubs with the potential to grow 15 feet or taller for 75 feet on both sides of the lines, but that limit comes within a few feet of most of the houses adjacent to these lines," said Zust. "Does that mean none of those folks can plant trees in their own backyards?"

AEP briefly delayed its plans to allow residents and city officials to review the federal mandates, said spokeswoman Vikki Michalski. She said she would not speculate on whether the delay could indicate the possibility of fewer trees being removed. Simply trimming the trees is not an option, Michalski said, because it is not cost-effective and the costs of upkeep would ultimately be passed on to consumers via increased energy bills. A Community Services and Standards Committee meeting scheduled for Tuesday, December 17, at which the dispute between residents and AEP was to be discussed, was canceled.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
June 28, 2007

Cost Sidelines Council Chamber Work
Sciotto Pulls Proposal for Improvements After \$272,000 Estimate
Author: Jeff Donahue

Plans to remodel Hilliard City Council chambers over the summer recess have ground to a halt less than two weeks before the project was scheduled to begin. Councilman Brett Sciotto, chairman of council's Economic and Community Development Committee, said Monday night that initial estimates for the project were higher than he anticipated and suggested the fast track project slow down. Sciotto said the sticker shock associated with the initial \$272,000 project estimate caused council members to rethink their plan to complete the project during council's annual summer break that begins after the July 9 city council meeting. "We had gotten back a \$272,000 cost estimate and after talking to other council members, we felt like while this is an important project for the city, it wasn't so critical that we needed to rush the process along, so, we're slowing it down. Essentially what we did tonight was slow it down."

Sciotto said the project definitely won't be completed over the summer break and no new time line has been discussed. "There's no need to rush this project," he said. "We're going to go ahead and design it and collaborate and see what we decide on the details of the design, then we can bid out the construction document and make sure we can do this efficiently." In May council members agreed in principal to pursue the project during the summer recess from July 9 through August 27 but were awaiting final cost estimates before officially approving the plan. During Monday night's city council meeting members unanimously approved tabling the project. The subject of remodeling city council chambers has come up frequently over the past seven years. Sciotto said it is an annual discussion topic at city council strategic planning retreats. Council took the first step last year when an improved sound system was installed.

Sciotto, council clerk **Lynne Greenler** and designer Audrey Dobbe of Glavan Feher Architects, Inc., have spent the past few months developing a design concept that would enhance and brighten the space. Their original concept called for the sloped ceiling at the front of the chambers to be raised, making room for a large, open wall behind council members where video and slide show presentations could be projected. That arrangement would have improved visibility for audience members and council members would have viewed the images on individual monitors built into their desks. Seating was to be provided along one side of the room for administration members and the council clerk and a handicapped ramp located along the opposite wall would have met Americans With Disabilities Act requirements. New windows designed to open the room and provide more light were planned near the entrance doors and across the rear of the room. The plan also called for new carpeting, a maple dais with dark wood casework, white crown moldings and enhanced lighting. Scioto said it's back to the drawing board now as designers investigate less costly alternatives.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (OH)
June 8, 2006

Council Members Argue for Executive Session
Author: Phil Borger

Hilliard City Council members had the opportunity to air their thoughts on the city's charter on May 31, and the topic of executive session came up repeatedly. Five current members and one former councilman, Tim King, spoke and answered questions at a meeting of the city's charter review commission. Additionally, commission chairman Al Iosue read comments from two other former council members, Bob Dixon and Barb Rushley.

Council members discussed the need for executive session, which allows council to discuss certain matters behind closed doors, but they were quick to suggest the power be restricted as much as possible. "It doesn't need to happen very often, but there are times when (not having the power of executive session) can cripple us," councilman Mike Cope told the commission.

Council president Bill Uttley said matters of personnel and contract negotiations are the two most pressing reasons city council would like the power of executive session. "Last year we had sensitive contract negotiations that council was kept in the dark on because, bottom-line, we couldn't go in to executive sessions," Uttley said.

Since the city's current charter does not allow for executive sessions, council members could not meet in private to learn about the on-going details of such contract talks. Instead, Uttley said, council members are handed contracts and expected to approve them quickly, though they are not fully aware of what went into the negotiations. As for personnel, Uttley used the example of when council hired council clerk **Lynne Greenler**.

Without executive session, council was unable to go through the interviewing process and discussions as a whole in private. Additionally, even if such interviews were held in public, the candidates for potential employment would not feel comfortable knowing their current employers might find out they are applying for different jobs, Uttley said. "You simply cannot hold some of those discussions in a public meeting," he said.

The Ohio Revised Code states that there are seven reasons a local governing body can close a meeting to the public. Council members said they would be willing to accept a narrowed version of the code in order to prevent any future abuses of the power. "I think in general, citizens benefit from open discussions," Uttley said. "Maybe we could include some of (the seven reasons for executive session) and get rid of the rest."

Councilman Brett Sciotto agreed that there are times when executive session is necessary, but suggested that changes be written in a way that makes it the exception and not the norm. "I believe you should err on the side of openness and fairness," Sciotto said. Mayoral ability to introduce legislation and conflict of interest issues concerning the city's law director position

Internet – Newspaper Archives Searches

Lynne M. Fasone

(Articles are in reverse chronological order)

were other topics that received heavy attention from the council members. "Currently under the charter, the mayor can introduce legislation, and I think that is wrong," Cope said. To be more specific, the mayor can introduce legislation to council, even if not a single member of council agrees to sponsor it. This is a power neither the governor of Ohio, nor the president of the United States has, Cope said. "(Sponsorship) shows there is at least some support," Cope said.

While council members said it has not been a problem with current Mayor Don Schonhardt, they said it was in the past, under former Mayor Tim Ward, and they want to prevent the mayor from having the power to clog the system with legislation no one supports. "It works perfectly today. It didn't always work perfectly," Sciotto said. "It allows the mayor to introduce controversy." Some council members also called for the charter to be amended to force the city law director to recuse himself or herself when a situation arises that pits the mayor against the council.

Such a situation arose a few years ago, again, under the Ward administration. "When the law director got into a position where he had to advise two parties against themselves, it was a crisis," Sciotto said. Council members also weighed in on term limits, elections by ward, the planning and zoning process, the necessity of advertising public meetings in newspapers, and allowing the city to move funds around more easily. The next Charter Review Commission meeting is scheduled for June 14 at 6:30.

Internet – Newspaper Archives Searches
Lynne M. Fasone
(Articles are in reverse chronological order)

ThisWeek Community Newspapers (Columbus, OH)
October 27, 2005

Committee mulls potential salary hikes
Author: Phil Borger

The Hilliard City Council Budget and Planning Committee discussed possible increases in salaries for members of the city council, the mayor and for members of the city's boards and commissions. Council members currently make \$3,000 per year with no benefits, and that figure has not been changed since 1991. Additionally, the state of Ohio is considering increasing the minimum a government employee must make per year in order to receive credit toward the Ohio Public Employees Retirement System to \$5,400 per year. The initially proposed legislation called for the compensation to members of council whose term begins in January 2006 to raise to \$6,000 per year. That rate would increase to \$7,500 per year in January 2007 and to \$9,000 per year in January 2008. The member serving as vice-president would receive an additional \$500 per year and the president would receive an additional \$1,000 per year, for each of the years, respectively. The idea received mixed reactions from council members at the meeting. "I'm uncomfortable with the increase. It's too much, too fast. I think we're sending the wrong message if we do this," councilman Tim Roberts said. Councilwoman Dana Peacock and councilman Scott Brown acknowledged that an increase is probably long overdue and might be necessary, but they agreed with Roberts that the increase as proposed was too much, too quickly. "People aren't going to see that this only affects our budget by \$15,000, they're going to see that council members are getting a 100 percent raise. I don't like the perception this puts forward," Brown said. "I know we need to get to where our council needs to be paid, but do we need to rush to get there?" Estimates showed that the proposed increases would constitute at most one-tenth of one percent of the city's budget. "This has no impact on the budget," Cope said, acknowledging that council could take political heat for the perception that it was giving itself a raise. Cope reiterated the fact that the council has not receive an increase in pay for 15 years, and that council is long overdue in addressing the issue. "I'm 100 percent comfortable with this because I know what goes into this job," Cope said.

Dublin city council members currently make \$11,500 per year and get the same benefits as their city employees. Grove City council members receive \$6,000 per year and Upper Arlington council members receive only \$2,500 per year, but with the same benefits as city employees, according to information provided by Hilliard council clerk **Lynne Greenler**. Additionally, the committee will discuss increases in compensation to other city positions. The initial proposal calls to raise the mayor's salary to \$100,000 per year effective in January 2008, after the next elections for mayor. The mayor currently makes \$75,000 per year. The committee decided to schedule a special meeting for Nov. 7 to discuss the issue in greater detail, and council president Bill Uttley strongly encouraged all members of council to attend the meeting.

Research Compiled by: Amanda Dillabough, Colin Baenziger & Associates

Salaries

Candidate Salaries

The following are the base salaries that the semi-finalist candidates gave to us. Although salary is always a consideration, we recommend that it not be the determining factor. A highly qualified, experienced candidate may warrant a higher salary. That individual may well save the City several times the difference in salary by making better decisions.

We should also add that we have spoken with all the candidates and made it clear what the City wants to pay. Each has agreed to accept a salary in the advertised range.

<u>Candidate</u>	<u>Current / Most Recent Salary</u>
April L. Beggerow	\$ 76,000
Ruth E. Bocchino	51,000
Lynne M. Fasone	98,000
Anika C. Sinclair	55,000

We suggest you ask the finalists about their salary requirements when you interview them.

REGULAR AGENDA

ITEM 2



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
BUILDING AND PLANNING

2. MEETING DATE:
JULY 9, 2020

3. REQUESTED MOTION/ACTION:
HOLD PUBLIC HEARING AND SECOND READING ON ORDINANCE 1512 AMENDING THE ZONING MAP FROM R-1A TO PUD FOR 81.9 ACRES LOCATED ALONG THE WEST SIDE OF HIGHWAY 79.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

The 81 acre parcel that is subject to the proposed amendment is owned by the St. Joe Company, and is a portion of a larger 281 acre parcel. The larger parcel is already designated as PUD on the City's Zoning Map, and approval of the request will allow the St. Joe Company to unify the development under one Master Planned PUD.

The City's Land Development Code provides for the creation of a PUD district through the simultaneous approval of a rezoning (which is accomplished by final action of the Council), and the PUD Master Plan (which is accomplished by final action of the Planning Board).

The Planning Board considered the rezoning request at their December 11, 2019 meeting and recommended approval. The Planning Board considered the PUD Master Plan at a public hearing on April 8, 2020 and continued the meeting to a later date. The Planning Board will again consider the PUD Master Plan at a public hearing on July 8, 2020.

Notice was timely published of the July 9, 2020 public hearing in the News Herald.

ORDINANCE NO 1512

AN ORDINANCE REZONING FROM R1-A TO PLANNED UNIT DEVELOPMENT (PUD) THAT CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF PANAMA CITY BEACH, FLORIDA, CONTAINING APPROXIMATELY 81.9 ACRES; LOCATED ALONG THE WEST SIDE OF HIGHWAY 79 AT THE NORTHERN CITY BOUNDARY, A PORTION OF PARCEL ID 32720-010-000, ALL AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.

WHEREAS, The St. Joe Company, the owner of real property designated herein, has initiated this ordinance by filing a petition praying that said real property, being more particularly described below be rezoned from R1-A to Planned Unit Development (PUD); and

WHEREAS, this ordinance changes only the zoning map designation of the real property described herein; and

WHEREAS, the Panama City Beach Planning Board reviewed the land use request, conducted a public hearing on December 11, 2019, and recommended approval of the request; and

WHEREAS, the City Council conducted public hearings on January 9, 2020 and, 2020; and July 9, 2020; and

WHEREAS, after consideration of staff's evidence adduced in a properly advertised public hearing conducted on July 9, 2020, the City found the requested change to be consistent with the currently applicable Comprehensive Growth Development Plan and to reasonably accomplish a legitimate public purpose.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PANAMA CITY BEACH, FLORIDA:

SECTION 1. The following described parcel of real property situate within the municipal limits of the City of Panama City Beach, Florida, is rezoned from R1-A to Planned Unit Development (PUD),

SEE ATTACHED AND INCORPORATED EXHIBIT "A"
and the City's Zoning Map is amended accordingly.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 3. This ordinance shall take effect immediately upon passage, and the land use changes approved herein shall take effect upon, and only upon, adoption by the City Council of Ordinance 1511 adopting a comprehensive plan amendment respecting the lands which are the subject of this ordinance, and that comprehensive plan amendment subsequently becoming effective as provided by law.

PASSED, APPROVED and ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ____ day of _____, 2020.

Mark Sheldon, Mayor

ATTEST:

City Clerk

EXAMINED AND APPROVED by me this ____ day of _____, 2020.

Mark Sheldon, Mayor

PUBLISHED in the Panama City News Herald on the 23rd day of December, 2019, and the 1st day of April, 2020, and the 1st day of July, 2020.

POSTED on pcbgov.com on the _____ day of _____, 2020.

Interim City Clerk

EXHIBIT A

LEGAL DESCRIPTION

A PARCEL OF LAND LYING AND BEING IN SECTION 7, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS.

COMMENCE AT THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND PROCEED NORTH 86 DEGREES 53 MINUTES 02 SECONDS WEST, ALONG THE NORTH BOUNDARY LINE OF SAID SOUTHEAST QUARTER, FOR A DISTANCE OF 1,443.94 FEET TO THE WEST RIGHT OF WAY LINE OF HIGHWAY 79 AS SHOWN ON FLORIDA DEPARTMENT OF TRANSPORTATION (F.D.O.T.) RIGHT OF WAY MAP F.P. NO. 2180031 (SAID MAP ON BEING ON FILE AT F.D.O.T. DISTRICT 3 OFFICE IN CHIPLEY FLORIDA); THENCE SOUTH 21 DEGREES 16 MINUTES 10 SECONDS WEST, ALONG SAID WEST RIGHT OF WAY LINE, FOR A DISTANCE OF 232.00 FEET TO A POINT THE SOUTHWESTERLY RIGHT OF WAY LINE OF A 100 FOOT GULF POWER COMPANY ELECTRIC TRANSMISSION LINE REFERRED TO AS THE LAGUNA BEACH - LONG BEACH TRANSMISSION LINE AS RECORDED IN DEED BOOK 153, PAGE 567 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA FOR THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 21 DEGREES 16 MINUTES 10 SECONDS WEST, ALONG SAID WEST RIGHT OF WAY LINE, FOR A DISTANCE OF 385.87 FEET; THENCE LEAVING SAID WEST RIGHT OF WAY LINE PROCEED NORTH 65 DEGREES 48 MINUTES 21 SECONDS WEST, FOR A DISTANCE OF 188.74 FEET; THENCE NORTH 67 DEGREES 31 MINUTES 45 SECONDS WEST, FOR A DISTANCE OF 489.57 FEET; THENCE SOUTH 44 DEGREES 22 MINUTES 45 SECONDS WEST, FOR A DISTANCE OF 83.64 FEET; THENCE SOUTH 03 DEGREES 46 MINUTES 40 SECONDS WEST, FOR A DISTANCE OF 163.29 FEET; THENCE SOUTH 23 DEGREES 34 MINUTES 36 SECONDS WEST, FOR A DISTANCE OF 120.52 FEET; THENCE SOUTH 10 DEGREES 50 MINUTES 35 SECONDS EAST, FOR A DISTANCE OF 107.82 FEET; THENCE SOUTH 71 DEGREES 31 MINUTES 44 SECONDS WEST, FOR A DISTANCE OF 107.82 FEET; THENCE SOUTH 06 DEGREES 13 MINUTES 49 SECONDS EAST, FOR A DISTANCE OF 78.30 FEET; THENCE SOUTH 00 DEGREES 24 MINUTES 41 SECONDS WEST, FOR A DISTANCE OF 772.45 FEET; THENCE NORTH 41 DEGREES 30 MINUTES 47 SECONDS WEST, FOR A DISTANCE OF 631.87 FEET; THENCE NORTH 37 DEGREES 11 MINUTES 23 SECONDS WEST, FOR A DISTANCE OF 1,231.49 FEET; THENCE NORTH 33 DEGREES 05 MINUTES 31 SECONDS WEST, FOR A DISTANCE OF 113.40 FEET; THENCE NORTH 45 DEGREES 33 MINUTES 14 SECONDS WEST, FOR A DISTANCE OF 632.70 FEET; THENCE NORTH 18 DEGREES 01 MINUTE 25 SECONDS WEST, FOR A DISTANCE OF 97.71 FEET; THENCE NORTH 07 DEGREES 59 MINUTES 25 SECONDS WEST, FOR A DISTANCE OF 111.20 FEET; THENCE NORTH 31 DEGREES 45 MINUTES 35 SECONDS WEST, FOR A DISTANCE OF 78.04 FEET; THENCE NORTH 70 DEGREES 58 MINUTES 01 SECOND WEST, FOR A DISTANCE OF 103.44 FEET; THENCE NORTH 73 DEGREES 41 MINUTES 36 SECONDS WEST, FOR A DISTANCE OF 125.46 FEET; THENCE SOUTH 78 DEGREES 31 MINUTES 22 SECONDS WEST, FOR A DISTANCE OF 31.72 FEET; THENCE NORTH 21 DEGREES 34 MINUTES 06 SECONDS WEST, FOR A DISTANCE OF 190.73 FEET; THENCE NORTH 04 DEGREES 28 MINUTES 07 SECONDS WEST, FOR A DISTANCE OF 63.25 FEET; THENCE SOUTH 89 DEGREES 41 MINUTES 32 SECONDS WEST, FOR A DISTANCE OF 127.33 FEET; THENCE NORTH 02 DEGREES 48 MINUTES 15 SECONDS WEST, FOR A DISTANCE OF 237.44 FEET; THENCE NORTH 00 DEGREES 57 MINUTES 03 SECONDS EAST, FOR A DISTANCE OF 183.10 FEET; THENCE NORTH 00 DEGREES 57 MINUTES 02 SECONDS EAST, FOR A DISTANCE OF 184.77 FEET; THENCE NORTH 02 DEGREES 44 MINUTES 31 SECONDS WEST, FOR A DISTANCE OF 159.78 FEET; THENCE NORTH 00 DEGREES 18 MINUTES 11 SECONDS EAST, FOR A DISTANCE OF 91.61 FEET TO A POINT ON THE AFORESAID SOUTHWESTERLY RIGHT OF WAY LINE OF A 100 FOOT GULF POWER COMPANY ELECTRIC TRANSMISSION LINE; THENCE SOUTHEASTERLY ALONG SAID SOUTHWESTERLY RIGHT OF WAY AS FOLLOWS: SOUTH 58 DEGREES 03 MINUTES 10 SECONDS EAST, FOR A DISTANCE OF 111.68 FEET; THENCE CONTINUE SOUTH 58 DEGREES 03 MINUTES 10 SECONDS EAST, FOR A DISTANCE OF 3,420.66 FEET; THENCE SOUTH 58 DEGREES 39 MINUTES 10 SECONDS EAST, FOR A DISTANCE OF 247.24 FEET TO THE POINT OF BEGINNING. CONTAINING 81.976 ACRES, MORE OR LESS.

REGULAR AGENDA

ITEM 3



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

CITY MANAGER / TONY O'ROURKE

2. MEETING DATE:

JULY 9, 2020

3. REQUESTED MOTION/ACTION:

ADOPT AN EMERGENCY ORDINANCE AUTHORIZING CODE ENFORCEMENT TO ENFORCE ALL VIOLATIONS OF CITY ORDINANCE BY CIVIL CITATION.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

AS ONE OF THE NATION'S MOST POPULAR TOURIST DESTINATIONS, THE CITY SEES A LARGE INFLUX IN VISITORS EACH SUMMER. WITH THAT INFLUX COMES A GREATER DEMAND FOR PUBLIC SAFETY SERVICES AND VIOLATIONS OF THE CITY'S ORDINANCES.

THIS YEARS TOURISTS SEASON, COUPLED WITH THE PENT UP DEMAND CREATED BY THE COVID-19 HEALTH CRISIS, HAS SEEN AN EXTRAORDINARY SURGE IN VISITORS, PUBLIC SAFETY AND HEALTH NEEDS, AND DEMAND ON THE CITY'S POLICE AND FIRE DEPARTMENTS. THE CITY FINDS ITSELF IN NEED OF ADDITIONAL RESOURCES TO ENFORCE ITS LAWS AND MAINTAIN PUBLIC SAFETY.

FLORIDA STATUTES AUTHORIZE CITY CODE ENFORCEMENT OFFICERS TO ISSUE CIVIL CITATIONS FOR VIOLATION OF CITY ORDINANCES. HOWEVER, THE CITY'S CODE HAS RESERVED ENFORCEMENT OF CERTAIN VIOLATIONS, SUCH AS THE CITY'S BEACH SAFETY RULES, TO THE POLICE DEPARTMENT.

ORDINANCE 1531-E AUTHORIZES CODE ENFORCEMENT TO ENFORCE ALL VIOLATIONS OF CITY ORDINANCE CONSISTENT WITH FLORIDA STATUTES AND IMPLEMENTS THIS RESOURCE IMMEDIATELY ON AN EMERGENCY BASIS. CODE ENFORCEMENT WILL BE CHIEFLY DEPLOYED TO THE BEACH TO ENFORCE THE CITY'S BEACH SAFETY ORDINANCES.

AS AN EMERGENCY ORDINANCE, THIS MUST BE PASSED BY A 2/3 MAJORITY. IF APPROVED, THIS ORDINANCE WILL BE BROUGHT BACK TO THE COUNCIL UNDER ITS NORMAL PROCEDURES FOR RATIFICATION.

STAFF RECOMMENDS APPROVAL.

ORDINANCE 1531-E

AN EMERGENCY ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, FINDING THE EXISTENCE OF AN EMERGENCY; AUTHORIZING THE ENFORCEMENT OF ALL CITY ORDINANCES BY CODE ENFORCEMENT OFFICERS SUBJECT TO PENALTIES AND PROCEDURES SET FORTH IN THE CITY'S CODE OF ORDINANCES.

WHEREAS, the City of Panama City Beach ("City") is a municipality granted home rule authority pursuant to Article VIII, Section 2 of the Constitution of the State of Florida and may exercise its governmental, corporate, and proprietary powers for municipal purposes, including to regulate for the protection of the public health, safety, and welfare; and

WHEREAS, the City is empowered, pursuant to section 166.041(3)(b), Florida Statutes, to adopt emergency ordinances by two-thirds majority vote; and

WHEREAS, the City and Bay County continue to grapple with the extraordinary health crisis posed by the outbreak of the novel coronavirus, COVID-19.

WHEREAS, the City is home to approximately nine miles of the world's most beautiful beaches which, for generations, have been a vital source of recreation to residents and visitors; and

WHEREAS, thousands of visitors have flocked to the City this year in hopes of finding rest and recreation while the world is gripped by the COVID-19 crisis; and

WHEREAS, the COVID-19 crisis and the nation's pent-up demand for recreation along with dangerous conditions in the Gulf of Mexico has led to an inordinate burden on the City's resources, including the continued call for mutual aid from surrounding areas, which must be bolstered in order to maintain the public health, safety, and welfare; and

WHEREAS, section 166.0415, Florida Statutes, authorizes code enforcement officers to issue citations for violations of all municipal ordinances which may be adjudicated in the county court.

WHEREAS, enforcement of beach safety ordinances and other regulations have been previously reserved to the Fire and Police employees who now find themselves in need of assistance by other departments of the City; and

WHEREAS, the City Council finds that the strain on the City's resources at this critical time constitutes an emergency which can be effectively mitigated by the deployment of code enforcement officers to maintain the public health, safety, and welfare in areas of critical need.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. FINDING OF EMERGENCY. For the reasons set out in the above recitals, the Council finds and determines that the public health emergency facing the City combined with the large influx of seasonal visitors have overwhelmed the efforts of law enforcement to protect the community and the visitors themselves, and that the enhanced authority adopted by this ordinance are needed immediately to help address the dangers present in our nation, state, and community.

SECTION 2. From and after the effective date of this ordinance, Section 1-12, of the Panama City Beach Code of Ordinances is amended to read as follows (new text **bold and underlined**, deleted text struck through):

Sec. 1-12. - General penalty; continuing violations, **enforcement**.

- (a) Whenever in this Code or the ordinance of the city any act is prohibited or is made or declared to be unlawful or an offense, or whenever in this Code or the ordinances of the city the doing of any act is required, or the failure to do any act is declared to be unlawful, where no specific penalty is provided therefor, the violation of any such provision of this Code or the ordinances of the city shall be punished by a fine not exceeding five hundred dollars (\$500.00), imprisonment in a lawful place for a term not exceeding sixty (60) days, probation with terms set by the court, or by any combination thereof including all three in the discretion of the court. This section shall not apply to offenses which are recognized by the laws of the state as misdemeanors, the penalties for which are provided by the laws of the state, which state penalties shall likewise be applicable under this Code. Each day any violation

of any of the provisions of this Code or of any ordinance of the city shall continue shall constitute a separate offense.

- (b) In addition to the penalties provided in subsection (a), any condition caused or permitted to exist in violation of any of the provisions of this code and the ordinances of the city shall be deemed a public nuisance and may be abated by the city as provided by law, and each day that any such offensive condition continues shall be regarded as a new and separate offense.
- (c) Any violation of municipal ordinance may be enforced by civil citation by an employee of the City designated as a code enforcement officer by the City Manager. Any violation of a provision of this Code, the City's Land Development Code, or any other ordinance of the City shall be punishable by the penalties set forth in section (a) of this Section or as specifically set forth in the body of the Code, ordinance, or resolution. This grant of authority shall be cumulative and supplemental to any enforcement powers granted to Police and Fire Department employees as more specifically set forth throughout this Code.**
- (d) Any violation of municipal ordinance which is not adjudicated through administrative procedures set forth in the body of the ordinance shall be adjudicated in the County Court of Bay County pursuant to section 34.01, Florida Statutes.**

(Code 1973, §§ 1-8, 1-9; Ord. No. 208, § II, 5-24-78; Ord. No. 570, § 1, 5-15-98)

Cross reference— Nuisances, Ch. 15; offenses, Ch. 16.

State Law reference— Fines and forfeiture in county court payable to municipality, F.S. § 34.191; **enforcement by code inspectors §166.0415**; punishment for misdemeanors, F.S. §§ 775.082, 775.083.

SECTION 3. SEVERABILITY. If any clause or portion of this Ordinance is held invalid or unenforceable, the remainder of this Ordinance shall continue in full force and effect.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon passage by two-thirds vote of the members of the City Council, without further reading or publication, to address the real and present public health emergency presented by the spread of the COVID-19 virus.

THIS ORDINANCE shall be effective immediately upon passage.

PASSED in regular session this ___ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mark Sheldon, Mayor

ATTEST:

Jo Smith, Interim City Clerk

REGULAR AGENDA

ITEM 4



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Building and Planning Department

2. MEETING DATE:

07/09/2020

3. REQUESTED MOTION/ACTION:

The Council is requested to consider changes to Section 7-11 (Fires) of Chapter 7 of the City Code of Ordinances (Beaches, Boats and Water Safety) related to the regulation of fires on the sandy beach, make any necessary changes and approve for a second reading.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

The process for reviewing and approving fires on the sandy beach was amended by Ordinance No. 1411 approved on April 27, 2018. Staff has reviewed, approved and inspected numerous sandy beach fires since that time. The events have been very successful and a great, safe amenity for families to enjoy. Staff and the parties involved with sandy beach fires have ideas on how to improve the regulations and process. Staff conducted a meeting on June 16, 2020 with various interested parties and drafted the attached amendments for consideration. The draft has been sent to the meeting attendees for their comments.

The proposed changes do the following:

1. Requires an application be submitted only by a registered bonfire vendor;
2. Increases the distance between a fire and a turtle nest by 50 feet and requires the fire to cease immediately when an unmarked nest is discovered within 250 feet;
3. Requires protective screening when a fire is to be located within 400 feet of a turtle nest;
4. Requires permit holders to immediately contact the Police Department when hatchlings are or become present;
5. Allows qualified applicants to submit electronic fire permit applications within two hours of scheduling a fire; and,
6. Establishes that permit holders have a duty to take reasonable measures necessary to protect nearby turtle nests whether marked or not from the potential adverse impact of the fire and associated activities.

ORDINANCE NO. 1529

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S CODE OF ORDINANCES RELATED TO FIRES ON THE SANDY GULF BEACH; REVISING THE STANDARDS FOR ISSUANCE, LOCATION AND CONDUCT OF BEACH BONFIRES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this ordinance, ARTICLES I of Chapter 7, BEACHES, BOATS, AND WATER SAFETY, of the Panama City Beach Code of Ordinances is amended to read as follows (new text **bold and underlined**, deleted text struck through):

ARTICLE I. - IN GENERAL

Sec. 7-11. Fires.

~~(a) Except as otherwise authorized by a special event permit issued pursuant to Chapter 4 it shall be unlawful for any person to ignite or maintain, or participate in the maintenance of, a fire, bonfire or campfire on the sandy gulf beach, without a permit issued by the City Fire Department as provided herein and in accordance with rules set by the City Fire Department;~~

~~(1) No fires will be allowed between May 1 through September 30.~~ **No fire permit shall be issued to any person other than a registered bonfire vendor with the City as evidenced by possession of a current business tax receipt issued pursuant to Chapter 14 of this Code.**

(2) No fires will be allowed within 200 **250** feet of a marked turtle nest, within 50 feet of vegetation line or within 100 feet of any habitable structure. **Any fire must cease immediately upon the discovery of an unmarked sea turtle nest or any other sea turtle activity within the distance limitation proscribed by this section.**

(3) No fire permit using organic wood material shall be issued if wind conditions are greater than ten (10) miles per hour.

(4) No fire permit shall be issued if the National Weather Service, Florida Forest Service, or county has issued a red flag fire warning, a no burn order, or when the City Fire Department determines that the proposed fire will endanger the public health, safety, welfare, or other people or property. All permitted fires must occur between the hours of 5:00 p.m. and 12:00 a.m. The site shall be cleaned of all debris and restored to its natural condition by 12:00 a.m. It shall be unlawful and a violation of this section for a person to fail to clean up after the fire has been extinguished. No debris from the fire may be deposited in any public garbage receptacle on the sandy beach.

(5) All permitted fires must be fueled solely by propane gas or organic wood material via an elevated fire pit not to exceed three (3) feet in diameter. Burning of any material other than organic wood material or propane shall be a violation of this Code.

(6) The permit holder shall be present at all times on the site and shall have the signed permit available for inspection.

(7) A maximum of ten (10) permits per day shall be issued on a first come first served basis.

(8) Notwithstanding the distance limitations provided by section (2) herein, any fire located within 400 feet of a marked turtle nest must be screened so as to reduce the fire's visible light to the nest. Permit holders shall erect protective screening in the manner and location required by the permit.

(9) Permit holders shall immediately contact the Police Department when hatchlings are or become present.

(10) A qualified applicant under this section may submit electronic fire permit application to the Building and Planning Department, the Fire Department and the Police Department.

(11) All permit holders have a duty to take reasonable measures necessary to protect nearby turtle nests whether marked or not from the potential adverse impact of the fire and associated activities.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 3. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the Panama City Beach Code of Ordinances, and unless a contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 4. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ____ day of _____, 2020.

MAYOR

ATTEST:

CITY CLERK

20200602

EXAMINED AND APPROVED by me this _____ day of _____, 2020.

MAYOR

Published in the News Herald on the _____ day of _____, 2020.

Posted on pcbgov.com on the _____ day of _____, 2020.

REGULAR AGENDA

ITEM 5



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
ADMINISTRATION

2. MEETING DATE:
JULY 9, 2020

3. REQUESTED MOTION/ACTION:
HOLD PUBLIC HEARING AND CONSIDER SECOND READING AND ADOPTION OF ORDINANCE 1524 AMENDING FIREFIGHTERS PENSION PLAN TO IMPLEMENT AND CONFORM WITH REQUIREMENTS OF NEW FLORIDA LAW

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

After years of study, the National Institute for Occupational Safety and Health (NIOSH) concluded that firefighters are at a higher risk of developing twenty-one enumerated types of cancer. The Florida Legislature, in recognition of this elevated cancer risk, has created a conclusive duty-related cancer presumption. In 2019, the Legislature passed SB 426 establishing new disability and death benefits for firefighters. SB 426 governs all Firefighter Pension Plans in Florida.

The Board of Trustees of the Panama City Beach Firefighters' Pension Plan has reviewed this ordinance to implement SB 426, and recommends approval.

The Ordinance has been amended since first reading to remove a provision directing codification of this ordinance in the City Code, as pension ordinances are not codified. This revision does not change the ordinance's purpose or intent, and does not require a re-start of the enactment process.

The public hearing has been properly advertised, and the Council may adopt the Ordinance at the conclusion of the public hearing.

ORDINANCE NO. 1524

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA; FURTHER AMENDING THE CITY OF PANAMA CITY BEACH FIREFIGHTERS' RETIREMENT PLAN ADOPTED BY ORDINANCE NUMBER 1157, AS SUBSEQUENTLY AMENDED; AMENDING SECTION 8 DISABILITY, TO IMPLEMENT THE CONCLUSIVE CANCER PRESUMPTION ESTABLISHED BY SECTION 112.1816, FLA. STAT., AND THE REBUTTABLE DISEASE PRESUMPTIONS UNDER SECTIONS 112.18, 112.181 AND 175.231, FLA. STAT; BY AMENDING SECTION 8 DISABILITY BENEFITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, after years of study, the National Institute for Occupational Safety and Health (NIOSH) concluded that firefighters are at a higher risk of developing twenty-one enumerated types of cancer.

WHEREAS, the Florida Legislature, in recognition of this elevated cancer risk, has created a conclusive duty-related cancer presumption.

WHEREAS, Senate Bill 426 (SB 426) amends Chapter 112, Florida Statutes, by creating Section 112.1816, governing disability and death benefits for firefighters.

WHEREAS, SB 426 governs all Firefighter Pension Plans in Florida.

WHEREAS, the Board of Trustees of the Panama City Beach Firefighters' Pension Plan has prepared this ordinance to implement SB 426, effective July 1, 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, FLORIDA:

SECTION 1: That the City of Panama City Beach Firefighters' Retirement Plan, adopted by Ordinance number 1157, as subsequently amended, is hereby further amended by adding Section 8, Disability, subsection 1 (a), (b), and (c) as follows:

Section 8. - Disability.

1. Disability Benefits In-Line of Duty.

In-line of duty presumptions.

(a) Rebuttable Presumption for hypertension and heart disease. Any condition or impairment of health of a member caused by hypertension or heart

disease shall be presumed to have been suffered in line of duty unless the contrary is shown by competent evidence, provided that such member shall have successfully passed a physical examination upon entering into such service, including cardiogram, which examination failed to reveal any evidence of such condition; and provided further, that such presumption shall not apply to benefits payable or granted in a policy of life insurance or disability insurance. The provisions of Sections 112.18, 112.181 and 175.231, Fla. Stat., are hereby codified within the Plan and are intended to be incorporated by reference. The Board of Trustees may adopt uniform administrative rules for the conduct of hearings resulting relating to these rebuttable presumptions and for the determination of any disqualifying events reflected in Chapters 112 and 175, Fla. Stat.

(b) *Additional rebuttable presumption for hepatitis, meningitis and tuberculosis.* The presumption provided for in this subsection (b) shall apply only to those conditions described in this subsection (b) that are diagnosed on or after January 1, 1996.

(c) *Non-rebuttable conclusive cancer presumption.* The provisions of Section 112.1816, Fla. Stat., are hereby codified within the Plan and are intended to be incorporated by reference. The Board of Trustees may adopt uniform administrative rules for the conduct of hearings relating to this presumption and for the determination of any disqualifying events as reflected in the statute.

SECTION 2: If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

SECTION 3: All ordinances or parts of ordinances, resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall become effective immediately upon adoption, unless otherwise provided.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, this ____ day of _____, 2020.

CITY OF PANAMA CITY BEACH, FLORIDA

MARK SHELDON, MAYOR

Attest:

JO SMITH, INTERIM CITY CLERK

Published in the Panama City News Herald on the 26th day of June, 2020.

Posted on pcbgov.com on the _____ day of _____, 2020.

Coding: Words in ~~strikeout~~ type are deletions from existing text.
 Words in underline type are additions.



June 30, 2020

Ms. Holly White
Finance Director
City of Panama City Beach, Florida
110 South Arnold Road
Panama City Beach, Florida 32407

Re: Firefighters' Pension Plan – Actuarial Impact Statement

Dear Holly:

Jo Smith has requested that I provide the appropriate actuarial analysis of the changes to the Firefighters' Pension Plan to be enacted by ordinance 1524. Jo sent me copies of the proposed ordinance for the Plan in an email dated June 12, 2020.

The proposed ordinance would classify disability due to hypertension and heart disease as in-line of duty. The ordinance also classifies disability due to cancer as in-line of duty, consistent with Florida Statute 112.1618 .

There are potential impacts to the plan that will depend on experience in the future. However, we do not expect this reclassification to affect actual employee behavior in aggregate, and thus feel no updates to the disability assumptions are warranted. While there may be an employee who sees an increase in benefits due to this provision, we expect the vast majority of the participants will see no change in their benefits. As a result, I have concluded that there should be no significant impact on the City's funding requirements due to the changes and no formal Actuarial Impact Statement is required for this change.

Sincerely yours,

A handwritten signature in black ink that reads "Stephen Lambert-Oswald".

Stephen Lambert-Oswald FSA, EA, MAAA

cc: Jo Smith
Douglas Beckendorf

P:\CoreRet\National Valuation Team\2008757 City of Panama City Beach\Client Specific Information\Plan Documents\01 QP\Fire\Impact Proposed Ord. (Updating Disability Classification)
Jun. 2020.docx

REGULAR AGENDA

ITEM 6



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration/Holly White

2. MEETING DATE:

07/09/20

3. REQUESTED MOTION/ACTION:

Staff requests a budget amendment for the General Fund, specifically the police department, for the payment of accrued compensated absences not anticipated in the budget process.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

Chief Whitman recently received notice from several long-term police department employees indicating their intent to retire in July 2020. During the budget process, finance works with each department head to anticipate planned retirements in an attempt to budget for the pay-out of vacation and sick leave anticipated to occur during the fiscal year being budgeted. We utilize the facts and circumstances known to us at that time including employees known to be at the end of their DROP period, discussions between each department head and their staff, etc. In this instance, the employees were not participants in the DROP and there was no indication of an intent to retire during fiscal year 2020. The employees have been with the City in excess of 20 years and as such, are entitled to be paid for a significant number of sick leave hours as well as accrued vacation time. A budget amendment in the amount of \$63,000.00 is necessary to provide the funding for the accrued hours due as well as the related payroll taxes. The funds will be paid from the reserve for compensated absences established for circumstances such as this. Adequate funds are available in that reserve for this budget amendment. STAFF recommends approval.

RESOLUTION 20-137

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,
FLORIDA, AUTHORIZING A BUDGET AMENDMENT TO
PROVIDE FUNDING FOR THE UNANTICIPATED
RETIREMENT OF POLICE DEPARTMENT EMPLOYEES.**

WHEREAS, the City has received notice from several long-term police department employees of their intent to retire in July 2020, which retirements were not anticipated in the original budget; and

WHEREAS, a budget amendment is necessary to fund the leave payouts to which the employees are entitled, and the taxes associated therewith, from the City's reserves.

BE IT RESOLVED that the following budget amendment #48, is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2019 and ending September 30, 2020, as shown in and in accordance with the attached and incorporated Exhibit A.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ___ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mark Sheldon, Mayor

ATTEST:

Jo Smith, Interim City Clerk

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

No. BA # 48

FUND	GENERAL	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-2101-521.12-10	Salaries Regular	4,425,000.00	58,500.00	4,483,500.00
TO	001-2101-521.21-10	Taxes FICA	377,757.00	4,500.00	382,257.00
FROM	001-8100-999.92-00	Reserves for Compensated Absences	318,884.00	(63,000.00)	255,884.00
		Check Adjustment Totals:	5,121,641.00	0.00	5,121,641.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate funds from accrued compensated absences reserve due to several unanticipated retirements
in the police department

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE
_____ FINANCE DIRECTOR _____ DATE

EXHIBIT A

REGULAR AGENDA

ITEM 7



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

ADMINISTRATION/CRA

2. MEETING DATE:

JULY 9, 2020

3. REQUESTED MOTION/ACTION:

HOLD PUBLIC HEARING AND SECOND READING OF ORDINANCE ESTABLISHING RESIDENTIAL PARKING DECAL PROGRAM

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

AT ITS MAY 28, 2020 REGULAR MEETING, THE COUNCIL CONCEPTUALLY APPROVED A RESIDENTIAL PARKING PROGRAM, WHERE A PORTION OF CITY PARKING LOTS WOULD BE DESIGNATED FOR USE EXCLUSIVELY BY CITY RESIDENTS. TO IMPLEMENT THIS PROGRAM, STAFF HAS PREPARED A RESOLUTION MEMORIALIZING THE DESIGNATED AREAS AND NUMBER OF DECALS TO BE ISSUED FOR THIS PROGRAM, TOGETHER WITH THE ATTACHED ORDINANCE THAT CODIFIES THE REQUIREMENTS FOR DECAL APPLICATION, ISSUANCE AND USE. THE ORDINANCE ALSO PROVIDES FOR ENFORCEMENT AND PENALTIES FOR MISUSE OF THE DECAL OR DESIGNATED PARKING AREAS.

A PUBLIC HEARING HAS BEEN PROPERLY NOTICED, AND THE COUNCIL MAY ADOPT THIS ORDINANCE AT THE CONCLUSION OF THE PUBLIC HEARING.

ORDINANCE 1527

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S CODE OF ORDINANCES RELATED TO TRAFFIC AND MOTOR VEHICLES; ESTABLISHING A RESIDENTIAL BEACH PARKING PROGRAM; PROVIDING FOR THE APPLICATION AND ISSUANCE OF RESIDENTIAL PARKING LOT DECALS; MAKING IT UNLAWFUL TO PARK IN A DESIGNATED RESIDENTIAL PARKING LOT WITHOUT A DECAL AND PROVIDING FOR ENFORCEMENT; PROVIDING FOR REVOCATION OF DECALS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this ordinance, Article III, Chapter 22 of the City's Code of Ordinances related to Residential Beach Parking Program, is created to read as follows:

Article III. Residential Beach Parking Program.

Section 22-31. Parking in "Controlled Residential Parking Areas".

a) The holder of a valid residential parking decal that is properly displayed shall be permitted to stand or park a motor vehicle in the appropriately designated parking area. While a vehicle for which a residential parking decal has been issued is so parked, such decal shall be displayed to be clearly visible to enforcement personnel. A residential parking decal shall not guarantee or reserve to the holder a parking space within a designated parking area.

b) A residential parking decal shall not authorize the holder of the decal to park in spaces or areas designated by law as restricted or prohibited parking (loading zones, fire

hydrants, disabled, or other such regulated areas), nor shall it exempt him from the observance of any traffic regulations.

c) A residential parking decal does not relieve its holder of the obligation to pay for parking in the designated parking areas. Rates for parking in each controlled parking residential area shall be posted in plain view and shall be strictly enforced.

Section 22-32. Issuance of Decals.

a) A decal shall be issued once the resident has completed the Residential Parking Decal application, provided the required documentation, and paid the decal fees. No more than one Residential Parking Decal shall be issued per household.

b) Application fees, if any, shall be approved by Resolution of the City Council. The fees shall be based on the actual cost of manufacture and installation of pertinent signs, applications, decals and administrative costs in connection with the issuance of decals.

c) The application for a decal shall contain the name of the owner or operator of the motor vehicle, the VIN of the motor vehicle for which a decal is sought, a copy of the owner's driver's license, and a copy of the vehicle registration which must be registered to the address on the owner's driver's license. The applicant must also provide a current form of residency which can include a utility bill, lease agreement, property deed, voter's registration or any other form of documentation with the name of the applicant and the address they are applying for. The applicant shall apply in person for the decal and shall present all required documentation. Unless otherwise specified by Resolution of the City Council, decals will be available as of March 1. Decals shall expire on February 28 next following issuance, regardless of the date of issuance.

d) The decal must be displayed on the lower left corner of the outside rear window. For the decal to be valid it must be affixed on the vehicle listed on the completed application. Decals not displayed properly or on a vehicle other than listed will be null and void.

Section 22-33. Enforcement.

When an area has been approved, designated and posted as a "controlled residential parking area", it shall be unlawful to park a vehicle in an area restricted to residential parking only without having a valid residential parking decal properly affixed on the vehicle. Vehicles found within a controlled parking residential area without a valid decal

shall be issued a civil penalty not to exceed \$100, and may be towed pursuant to this article.

Section 22-34. Parking Permit Violations.

It shall be unlawful for any person to represent that he is entitled to a residential parking decal when he is not entitled, or to hold or display such a decal at any time when he is not entitled.

Section 22-35. Revocation of Permits and Penalties.

- a) The City Manager or his designee is authorized to revoke the residential parking decal of any individual found to be in violation of the provisions of this article.
- b) If a violator fails to surrender a revoked decal within ten working days of written notification from the City, the violator shall not be allowed to reapply for another decal.

Section 22-36. Removal of "Controlled Parking Residential Area."

The City Manager or his designee is authorized to temporarily remove or suspend the application of a controlled parking residential area when necessary, upon consultation with the Police and Fire Chiefs, to accommodate circumstances reasonably anticipated or warranted by a special event or natural disaster.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 3. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the Panama City Beach Code of Ordinances, and unless a contrary ordinance is adopted within ninety (90) days following such

20200602

publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 4. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ____ day of _____, 2020.

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 2020.

MAYOR

Published in the News Herald on the 26th day of June, 2020.

Posted on pcbgov.com on the ____ day of _____, 2020.

REGULAR AGENDA

ITEM 8



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
ADMINISTRATION / TONY O'ROURKE

2. MEETING DATE:
JULY 9, 2020

3. REQUESTED MOTION/ACTION:
APPROVE A LSV SAFETY PLAN PROPOSED BY THE LSV INDUSTRY ALLOWING FOR FORFEITURE OF LSV RENTALS FOR SAFETY VIOLATIONS.

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

LOW SPEED VEHICLES HAVE BECOME INCREASINGLY POPULAR RENTALS FOR VISITORS BUT ALSO HAVE BECOME ATTRACTIVE FOR IRRESPONSIBLE DRIVERS WHO HAVE CAUSED SAFETY CONCERNS THROUGHOUT THE CITY.

RECOGNIZING THIS, THE LSV RENTAL INDUSTRY APPROACHED CITY STAFF AND OFFERED TO ENTER A BINDING SAFETY PLAN TO WHICH THE CITY AND INDUSTRY WOULD AGREE. THE PLAN'S KEY PROVISIONS ARE:

1. ALLOWS FOR PCB POLICE TO SEIZE THE KEYS OF ANY RENTAL LSV ENGAGING IN CARELESS OR RECKLESS DRIVING.
2. REQUIRES THAT THE REGISTERED DRIVER BE PRESENT AND IN CONTROL OF THE VEHICLE (AS IDENTIFIED BY A NONREMOVABLE ARMBAND) AND ALLOWS SEIZURE OF THE KEYS IF THE REGISTERED DRIVER IS NOT PRESENT.
3. CREATES A PLAN FOR HIGH-TRAFFIC DAYS THAT ENDS OVERNIGHT RENTALS, DISCONNECTS BLUETOOTH SPEAKERS, AND REQUIRES A RENTER TO BE A MINIMUM AGE OF 23.

THESE RULES WERE PREPARED IN COOPERATION BETWEEN THE LSV INDUSTRY AND CITY STAFF. STAFF BELIEVES IT WILL ALLOW THE INDUSTRY TO SELF-REGULATE AND CURB THE MOST EGREGIOUS ABUSES WITHOUT THE NEED FOR FURTHER CITY REGULATION. STAFF RECOMMENDS APPROVAL.

RESOLUTION 20-134

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA; ADOPTING THE LOW SPEED VEHICLE RENTAL INDUSTRY SAFETY PLAN AND PARTNERSHIP; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT RESOLVED by the City Council of the City of Panama City Beach, that the Low Speed Vehicle Rental Industry Safety Plan and Partnership attached and incorporated herein as Exhibit A to this Resolution, is hereby adopted.

This Resolution shall be effective immediately upon passage.

PASSED in regular session this ____ day of June, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mark Sheldon, Mayor

ATTEST:

Jo Smith, Interim City Clerk

**LOW SPEED VEHICLE RENTAL INDUSTRY
SAFETY PLAN AND PARTNERSHIP**

1. Year-Round Safety Rules

- a. The following traffic violations shall be considered a breach of the LSV rental agreement and shall be prohibited under this safety plan:
 - i. Driving under the influence.
 - ii. Reckless driving
 - iii. Aggressive careless driving
 - iv. Careless driving
- b. The registered driver(s) of each vehicle must wear an armband bearing the name of the LSV company. The registered driver(s) must be in control of the LSV at all times.
- c. Any person who commits a traffic violation listed in subsection (a) or violates subsection (b) shall forfeit the remaining rental for that day and shall surrender the vehicle to Panama City Beach Police Department.

2. LSV Safety Plan. When implemented by the procedures in section 3, LSV rentals shall be subject to the following rules:

- a. No overnight LSV rentals on agreed upon days.
 - i. This prohibition shall not apply to LSV rentals with a minimum three (3) day rental.
- b. Bluetooth connectivity shall be disabled on all rental LSVs on agreed upon days.
- c. No LSV business shall provide or otherwise make a portable speaker available to rental customers.
- d. No business shall rent to a person under the age of 23.

3. LSV Plan Implementation

- a. The Plan provided in section 2 shall be implemented, under the following rules.
 - i. On or before Friday at 5:00 p.m. the LSV industry owners will consult with the Chief of Police (or his designee) and determine if anticipated crowds, traffic conditions, safety concerns, municipal resources, or other factors warrant the implementation of the Seasonal Weekend Safety Plan.
 - ii. The Chief of Police or any individual LSV business may request implementation.
 - iii. Upon request, each LSV business must vote on the request within two (2) hours of the request. If approved by 50% of the LSV businesses, the LSV Safety Plan shall go into effect at 7:00 p.m.
 - iv. Failure to register a vote by text message or email within two hours of the request shall constitute approval of the request.

REGULAR AGENDA

ITEM 9



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
MAYOR/COUNCIL

2. MEETING DATE:
JULY 9, 2020

3. REQUESTED MOTION/ACTION:
CONSIDER RESOLUTION ESTABLISHING VOLUNTEER SERVICE LEAVE POLICY FOR
PERMANENT EMPLOYEES

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

AT THE COUNCIL'S REGULAR MEETING ON JUNE 25TH, THE MAYOR REQUESTED STAFF DEVELOP A PROGRAM ENABLING EMPLOYEES TO USE PAID LEAVE TO UNDERTAKE VOLUNTEER COMMUNITY SERVICE.

STAFF HAS DRAFTED A PROGRAM THAT PERMITS ELIGIBLE FULL TIME EMPLOYEES TO BE PAID FOR UP TO 24 HOURS OF VOLUNTEER SERVICE EACH CALENDAR YEAR, AND PART TIME EMPLOYEES UP TO 12 HOURS PER YEAR, AND ESTABLISHES PROTOCOLS FOR REQUEST AND USE OF THIS LEAVE.

THE COUNCIL MAY APPROVE, MODIFY OR REJECT THE RESOLUTION PROPOSED.

RESOLUTION 20-133

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING PAID LEAVE FOR CITY EMPLOYEES ENGAGED IN VOLUNTEER COMMUNITY SERVICE.

BE IT RESOLVED that the City Council hereby establishes a Volunteer Service Leave Policy, which shall be effective January 1, 2021.

1. Purpose and Intent. The City is committed to serving the community by offering full-time employees paid leave for volunteering in our community ("Volunteer Time Off" or "VTO"). The purpose of the City's volunteer service policy is to support volunteer activities that enhance and serve the communities in which we live and work. The intention of this program is to create community engagement opportunities for City employees that are meaningful, purposeful and help those in need. At the same time, the City recognizes that participating in these activities will also enrich and inspire the lives of our employees.
2. Policy. The City will allow permanent full time employees up to 24 hours of paid leave each calendar year, and permanent part time employees up to 12 hours each calendar year, to participate in volunteer service to Bay District Schools or other political subdivisions, or 501(c)(3) organizations (i.e., nursing homes, boy scout/girl scout activities, parks, healthcare, arts, food pantries or other community-oriented activities). Employees will be paid at their normal pay rate for the volunteer hours. VTO cannot be accrued or carried over into the following year.
3. Eligibility.
 - a. All permanent employees are eligible to participate in this program after 90 days from date of hire. VTO must be requested at least 7 days prior to the requested time off and approved by the employee's Supervisor. The City may request documentation confirming the organization being served, and the time and work being volunteered. City work demands shall take priority over the VTO, and VTO may be denied for this reason.
 - b. Employees shall not be eligible to participate in the Volunteer Service program if the employee is on a Performance Improvement Plan (PIP), the employee misuses the Volunteer

Service Leave, or the Volunteer Service Leave Policy is discontinued or suspended by Resolution of the City Council.

The appropriate officers of the City are hereby authorized and directed to codify the policy set forth herein in the City's Personnel Policies.

THIS RESOLUTION shall be effective immediately upon its passage.

PASSED in regular session this ___ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mark Sheldon, Mayor

ATTEST:

Jo Smith, Interim City Clerk

REGULAR AGENDA

ITEM 10



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Public Works/Kelly Jenkins

2. MEETING DATE:

07/09/2020

3. REQUESTED MOTION/ACTION:

Approve the Plat for the North Glades Commercial Development.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

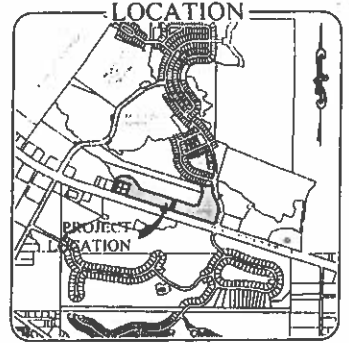
The City's Land Development Code requires most subdivisions of land to be platted in order to confirm compliance with the Code. The North Glades Commercial development is generally located northwest of the intersection of Panama City Beach Parkway and North Glades Trail. This plat will result in eight (8) commercial units. The infrastructure improvements within the commercial subdivision will remain private with the exception of the utilities that will be dedicated to the City. The public hearing to consider this plat has been publicly advertised. At the time of this memo, there are still outstanding items that must be addressed. There are a few minor outstanding items related to the approval of utilities for the development order. There are also outstanding items on the Plat itself. If all of this has not been completed by the time of the Council meeting, the Council may continue the hearing. If the plat meets the requirements of Florida Statutes by the time of the meeting, the Council may approve the plat with conditions to meet the City's additional requirements.

Staff has reviewed the subject plat and determined that, if addressed, it will meet applicable requirements.

NORTH GLADES COMMERCIAL

A SUBDIVISION OF A PORTION OF SECTION 25, TOWNSHIP 3 SOUTH, RANGE 16 WEST, CITY OF PANAMA CITY BEACH, BAY COUNTY, FLORIDA

JULY 2020



DEDICATION:
BRIEF AS VIEW BY THESE PRESENTS, THAT BREAKFAST POINT COMMERCIAL, LLC, A FLORIDA LIMITED LIABILITY COMPANY, AS OWNER OF THE LANDS DESCRIBED AND PLATTED, HAS CAUSED SAID LANDS TO BE SURVEYED AND SUBDIVIDED AS NORTH GLADES COMMERCIAL AND HEREBY DEDICATES ALL RIGHTS OF WAY, UTILITY EASEMENTS, DRAINAGE EASEMENTS AND STORMWATER MANAGEMENT FACILITIES TO THE CITY OF PANAMA CITY BEACH, BAY COUNTY, FLORIDA.

ITS SUCCESSORS AND ASSIGNS, HEREBY RECEIVES THE RIGHT AND PRIVILEGE TO GRANT PROMISSES OF UTILITIES, EASEMENTS FOR THE INSTALLATION AND MAINTENANCE (INCLUDING RIGHTS OF ACCESS AND EGRESS) OF SUCH UTILITY IMPROVEMENTS THAT ARE NECESSARY OR BENEFICIAL TO THE FUTURE OWNERS OF THE LANDS DESCRIBED HEREIN BY THE OWNERS OF ADJACENT LANDS. OWNER, ITS SUCCESSORS AND ASSIGNS, SHALL HAVE THE RIGHT OF ACCESS AND EGRESS OVER ALL RIGHTS OF WAY, EASEMENTS AND STORMWATER MANAGEMENT FACILITIES FOR THE PURPOSE OF ACCESS, CONSTRUCTION OR MAINTENANCE OF THE PROPERTY OF OWNER AND OWNERS AFFILIATES, THE CITY OF PANAMA CITY BEACH TO OWN AND MAINTAIN DRAINAGE CASSEMENT FOR BYPASS AS SHOWN HEREIN.

LEGAL DESCRIPTION EAST PARCEL
A PARCEL OF LAND LYING AND BEING IN SECTION 25, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 25, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND PROCEED NORTH 00 DEGREES 41 MINUTES 14 SECONDS EAST, ALONG THE EAST BOUNDARY LINE OF SAID SECTION 25, FOR A DISTANCE OF 1060.00 FEET TO THE NORTH POINT OF THE WAY LINE OF PANAMA CITY BEACH PARKWAY (S.E. 30-A - 200' WIDE) OF 1060.00 FEET, THENCE NORTH 71 DEGREES 14 MINUTES 53 SECONDS WEST, ALONG SAID NORTH POINT OF WAY LINE, FOR A DISTANCE OF 1060.00 FEET TO THE WESTERN POINT OF WAY LINE OF BREAKFAST POINT BLVD AS RECORDED IN OFFICIAL RECORDS BOOK 2004, PAGE 1933 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA, FOR THE POINT OF BEGINNING. THENCE CONTINUE NORTH 71 DEGREES 14 MINUTES 53 SECONDS WEST, ALONG SAID NORTH POINT OF WAY LINE, FOR A DISTANCE OF 1060.00 FEET, THENCE LEAVING SAID NORTH POINT OF WAY LINE, PROCEED NORTH 10 DEGREES 57 SECONDS EAST, FOR A DISTANCE OF 294.00 FEET, THENCE SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 454.30 FEET, THENCE NORTH 10 DEGREES 57 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 80.00 FEET, THENCE SOUTH 10 DEGREES 57 SECONDS EAST, FOR A DISTANCE OF 294.00 FEET, THENCE NORTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED EASTERN ALONG SAID SOUTH LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED SOUTHWEST ALONG SAID WEST LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED SOUTHWEST ALONG SAID WEST LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED SOUTHWEST ALONG SAID WEST LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED SOUTHWEST ALONG SAID WEST LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED SOUTHWEST ALONG SAID WEST LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, CONTAINING 10.000 ACRES, MORE OR LESS.

LEGAL DESCRIPTION WEST PARCEL
A PARCEL OF LAND LYING AND BEING IN SECTION 25, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 25, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND PROCEED NORTH 00 DEGREES 41 MINUTES 14 SECONDS EAST, ALONG THE EAST BOUNDARY LINE OF SAID SECTION 25, FOR A DISTANCE OF 1060.00 FEET TO THE NORTH POINT OF THE WAY LINE OF PANAMA CITY BEACH PARKWAY (S.E. 30-A - 200' WIDE) OF 1060.00 FEET, THENCE NORTH 71 DEGREES 14 MINUTES 53 SECONDS WEST, ALONG SAID NORTH POINT OF WAY LINE, FOR A DISTANCE OF 1060.00 FEET TO THE WESTERN POINT OF WAY LINE OF BREAKFAST POINT BLVD AS RECORDED IN OFFICIAL RECORDS BOOK 2004, PAGE 1933 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA, FOR THE POINT OF BEGINNING. THENCE CONTINUE NORTH 71 DEGREES 14 MINUTES 53 SECONDS WEST, ALONG SAID NORTH POINT OF WAY LINE, FOR A DISTANCE OF 1060.00 FEET, THENCE LEAVING SAID NORTH POINT OF WAY LINE, PROCEED NORTH 10 DEGREES 57 SECONDS EAST, FOR A DISTANCE OF 294.00 FEET, THENCE SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 454.30 FEET, THENCE NORTH 10 DEGREES 57 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 80.00 FEET, THENCE SOUTH 10 DEGREES 57 SECONDS EAST, FOR A DISTANCE OF 294.00 FEET, THENCE NORTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED EASTERN ALONG SAID SOUTH LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED SOUTHWEST ALONG SAID WEST LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED SOUTHWEST ALONG SAID WEST LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED SOUTHWEST ALONG SAID WEST LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, THENCE PROCEED SOUTHWEST ALONG SAID WEST LINE AS FOLLOWS: SOUTH 71 DEGREES 14 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET, THENCE SOUTH 14 DEGREES 30 SECONDS WEST, FOR A DISTANCE OF 1060.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 25, CONTAINING 10.000 ACRES, MORE OR LESS.

ACKNOWLEDGMENT
STATE OF FLORIDA/COUNTY OF BAY
BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY APPEARED BY PHYSICAL PRESENCE, DAN VELAZQUEZ, AS PRESIDENT OF BREAKFAST POINT COMMERCIAL, LLC, THE OWNER IN FEE THEREOF, WHO HAS BEEN IDENTIFIED BY ME AS THE OWNER AND WHOSE SIGNATURE AND DRIVERS LICENSE AS IDENTIFICATION, AND WHO ACKNOWLEDGED THE SIGNATURE OF THE DEDICATION OF THIS PLAT "NORTH GLADES COMMERCIAL", FOR THE PURPOSES THEREIN SET FORTH.

COVER UNDER MY HAND AND OFFICIAL SEAL THIS _____ DAY OF 2020.

NOTARY PUBLIC STATE OF _____
MY COMMISSION EXPIRES _____

CITY COUNCIL APPROVAL
WE, THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, HEREBY CERTIFY THAT THIS PLAT AND DEDICATION, TOGETHER WITH ALL CERTIFICATES SHOWN HEREIN, HAVE BEEN EXAMINED IN REGULAR SESSION AND DULY APPROVED BY MAJORITY OF THE COUNCIL, AND HEREBY ORDERED FILED FOR PERMANENT RECORDS THIS _____ DAY OF 2020.

BY: MARK SULLIVAN - MAYOR

BY: PAUL CASIO - COUNCIL MEMBER, BOARD 1

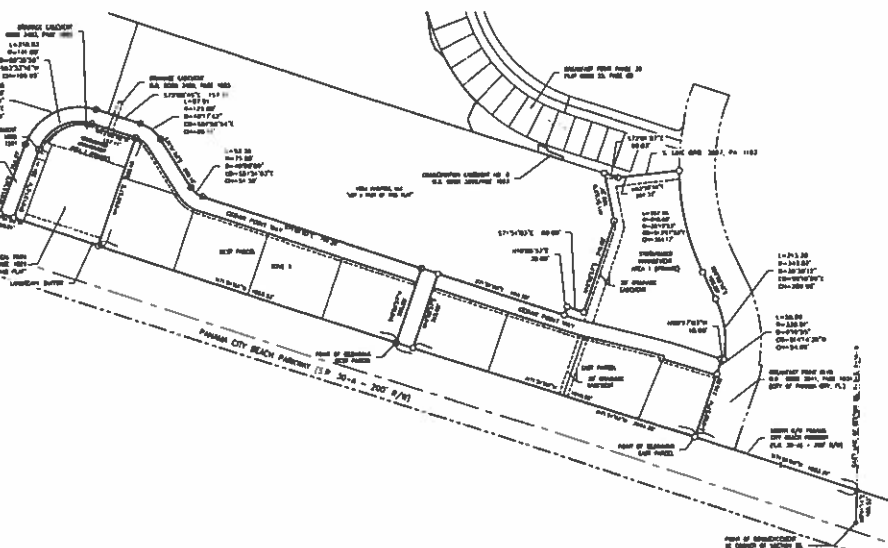
BY: THE CHIEF OF POLICE - COUNCIL MEMBER, BOARD 2

CITY MANAGER'S CERTIFICATE
THIS IS TO CERTIFY THAT I, TONY D'ARMI, CITY MANAGER FOR THE CITY OF PANAMA CITY BEACH, FLORIDA, HAVE EXAMINED THIS PLAT "NORTH GLADES COMMERCIAL", AND FIND THAT IT CONFORMS TO APPLICABLE REGULATIONS FOR SUBDIVISIONS WITHIN THE CITY OF PANAMA CITY BEACH, FLORIDA, AND HEREBY ORDERED FILED FOR PERMANENT RECORDS THIS _____ DAY OF 2020.

BY: ANTHONY TONY D'ARMI - CITY MANAGER

CITY ENGINEER'S CERTIFICATE
THIS IS TO CERTIFY THAT I, KELLY P. JENNINGS, CITY ENGINEER FOR THE CITY OF PANAMA CITY BEACH, FLORIDA, HAVE EXAMINED THIS PLAT "NORTH GLADES COMMERCIAL", AND FIND THAT IT CONFORMS TO APPLICABLE REGULATIONS FOR SUBDIVISIONS WITHIN THE CITY OF PANAMA CITY BEACH, FLORIDA, AND HEREBY ORDERED FILED FOR PERMANENT RECORDS THIS _____ DAY OF 2020.

BY: KELLY P. JENNINGS - CITY ENGINEER



SURVEYOR'S NOTES

1. BEARINGS SHOWN HEREON ARE REFERENCED TO FLORIDA STATE PLANE COORDINATES, NORTH ZONE, HAD WASHINGTON U.S. SURVEY FEET.

2. THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S FLOOD INSURANCE RATE MAP FOR THE CITY OF PANAMA CITY BEACH, BAY COUNTY, FLORIDA, LETTER D MAP REVISION NO. 01-84-0432R, EFFECTIVE DATE 6/20/19 AND AMENDMENT NO. 12-84-0211P, EFFECTIVE DATE 6/20/19, FOR COMMUNITY PANEL NO. 12001-0308 H, INDICATES THE SUBJECT PARCEL IS DRAINAGE ZONE ZONE 4 AS INDICATED HEREON.

3. SOURCE OF INFORMATION: FIELDT NATIONAL TITLE INSURANCE COMPANY'S AMERICAN LAND TITLE ASSOCIATION COMPLIANT WITH A DATE OF AUGUST 26, 2009 AT 1:50 PM, SHEET NO. 703602.

4. THE CEDAR POINT NOT AS SHOWN ON THIS PLAT IS ENCOMPASSED BY THIS NON-EXCLUSIVE EASEMENT FOR UTILITY EASEMENTS WHICH IS RECORDED IN OFFICIAL RECORDS BOOK 1921, PAGE 653 AND BOOK 1212, PAGE 685 SAID EASEMENTS ARE FOR THE BENEFIT OF THE FELD CEDAR, LLC DEVELOPMENT.

TITLE CERTIFICATE

FIELDT NATIONAL TITLE INSURANCE COMPANY HEREBY CERTIFIES THAT UPON EXAMINATION OF THE PUBLIC RECORDS, THE TITLE TO THE LANDS DESCRIBED HEREON IS IN THE NAME OF BREAKFAST POINT COMMERCIAL, LLC, A FLORIDA LIMITED LIABILITY COMPANY, AND THERE ARE NO UNREGISTERED MORTGAGES ON SAID LAND OTHER THAN AS SHOWN HEREON, RENDERED ON THE _____ DAY OF 2020.

TITLE EXAMINER, STATE OF FLORIDA

NAME: _____

NOTICE

THIS PLAT AS RECORDED IN ITS GRAPHIC FORM IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREON AND WILL IN NO CIRCUMSTANCES BE SUPPLEMENTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT INDICATED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

NOTES

ALL PLATTED UTILITY EASEMENTS, SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES, PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS, OR ANY OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES. THIS SECTION SHALL NOT APPLY TO THOSE PRIVATE EASEMENTS GRANTED OR NOT OBTAINED BY A PARTICULAR ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY. SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION SHALL COMPLY WITH THE NATIONAL ELECTRICAL SAFETY CODE AS ADOPTED BY THE FLORIDA PUBLIC SERVICE COMMISSION.

TAX COLLECTOR'S STATEMENT

I, CHUCK FERRER, DO HEREBY CERTIFY THAT TAXES HAVE BEEN PAID THROUGH TAX YEAR _____ TO THE BEST OF MY KNOWLEDGE.

DATE: _____ BY: CHUCK FERRER - BAY COUNTY TAX COLLECTOR

CERTIFICATE OF CLERK

I, BILL BENSARD, CLERK OF THE COUNTY COURT OF BAY COUNTY, FLORIDA, HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR PERMANENT RECORDS ON THE _____ DAY OF _____, 2020 IN PLAT BOOK NO. _____ AT PAGE(S) NO. _____ IN THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA.

BY: BILL BENSARD - CLERK OF THE COUNTY COURT, BAY COUNTY, FLORIDA

CITY SURVEYOR'S CERTIFICATE

I, T. TODD THOMAS, CITY SURVEYOR UNDER CONTRACT TO AND FOR THE CITY OF PANAMA CITY BEACH, FLORIDA, HAVE REVIEWED THIS PLAT "NORTH GLADES COMMERCIAL", AND HEREBY CERTIFY THAT IT COMPLES WITH ALL THE REQUIREMENTS OF CHAPTER 173, FLORIDA STATUTES, AND THAT PERMANENT REFERENCE MONUMENTS AND PERMANENT CONTROL POINTS HAVE BEEN SET.

SIGNED ON THIS THE _____ DAY OF _____, 2020.

BY: T. TODD THOMAS - SURVEYOR

APPROVER'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT "NORTH GLADES COMMERCIAL" IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS SURVEYED, THAT THIS PLAT WAS MADE UNDER MY DIRECT SUPERVISION AND SUPERVISION, AND THAT THE SURVEY DATA AND THIS PLAT COMPLIES WITH ALL THE REQUIREMENTS OF CHAPTER 173, FLORIDA STATUTES, AND THAT PERMANENT REFERENCE MONUMENTS AND PERMANENT CONTROL POINTS HAVE BEEN SET.

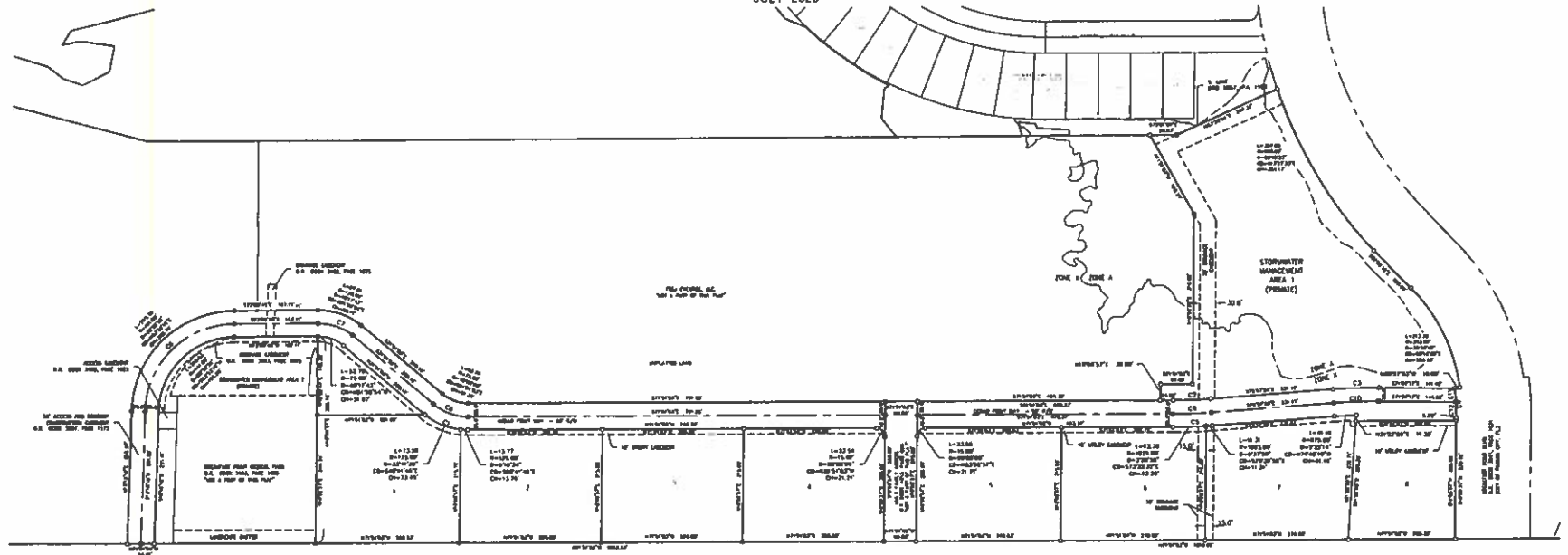
SIGNED ON THIS THE _____ DAY OF _____, 2020.

BY: DAVID JOHN BARTLEY, P.S.M. - PROFESSIONAL SURVEYOR

NORTH GLADES COMMERCIAL

A SUBDIVISION OF A PORTION OF SECTION 25 TOWNSHIP 3 SOUTH, RANGE 16 WEST,
CITY OF PANAMA CITY BEACH BAY COUNTY, FLORIDA

JULY 2020



PANAMA CITY BEACH PARCEL (S.R. 30-A - 300' R/W)

Curve Table					
Curve #	Length	Radius	Delta	Chord Bearing	Chord Length
C1	87.77	175.00	40°00'00"	S31°34'03"W	80.51
C2	70.02	875.00	4°08'53"	S73°34'36"E	70.00
C3	88.68	1875.00	4°30'39"	S73°33'36"E	88.63
C4	55.05	338.01	9°19'55"	S14°41'39"W	54.99
C5	73.81	1075.00	4°06'53"	S73°34'36"E	73.58
C6	298.68	188.00	88°33'38"	N83°33'18"E	231.87
C7	70.33	108.00	48°17'42"	S51°39'54"E	68.89
C8	88.81	108.00	40°00'00"	S31°51'03"E	88.40
C9	71.81	1080.00	4°06'53"	S73°34'36"E	71.80
C10	84.55	1080.00	4°30'38"	N73°32'36"W	84.52
C11	75.20	338.01	4°16'30"	N11°47'51"E	75.20
C12	78.85	338.01	3°03'36"	N16°27'49"E	78.84

SYMBOLS & ABBREVIATIONS

- L = ARC LENGTH
- R = RADIUS
- ∠ = DELTA ANGLE
- CR = CHORD BEARING
- CL = CHORD LENGTH
- O.R. = OFFICIAL RECORDS
- R/W = RIGHT OF WAY
- ⊙ = SET 3/4" CAPSULE SIGN AND L.B. 60011
- ⊙ = SET 1/2" AND 3/4" L.B. 60011
- = DISTANCE FROM TO SCALE
- L.B. = LICENSED BUSINESS
- L.S. = LICENSED SURVEYOR
- T = TOWNSHIP
- N = NORTH
- S = SOUTH
- E = EAST
- W = WEST
- PA = PACE
- OR = OFFICIAL RECORDS BOOK



Dewberry
DEWBERRY ENGINEERS INC.
301 ABERCREEK PARKWAY
PANAMA CITY FLORIDA 32405
PHONE 904 527 8866 FAX 904 527 1811
WWW.DWBERRY.COM
CERTIFICATE OF AUTHORIZATION NO. LB 8811

LEGAL DESCRIPTION EAST PARCEL

A PARCEL OF LAND LYING AND BEING IN SECTION 25, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF SECTION 25, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND PROCEED NORTH 00 DEGREES 41 MINUTES 14 SECONDS EAST, ALONG THE EAST BOUNDARY LINE OF SAID SECTION 25, FOR A DISTANCE OF 109.03 FEET TO THE NORTH RIGHT OF WAY LINE OF PANAMA CITY BEACH PARKWAY (S.R. 30-A - 200' RIGHT OF WAY); THENCE NORTH 71 DEGREES 51 MINUTES 03 SECONDS WEST, ALONG SAID NORTH RIGHT OF WAY LINE, FOR A DISTANCE OF 1863.37 FEET TO THE WESTERLY RIGHT OF WAY LINE OF BREAKFAST POINT BLVD. AS RECORDED IN OFFICIAL RECORDS BOOK 3941, PAGE 1031 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA FOR THE POINT OF BEGINNING. THENCE CONTINUE NORTH 71 DEGREES 51 MINUTES 03 SECONDS WEST, ALONG SAID NORTH RIGHT OF WAY LINE, FOR A DISTANCE OF 1,010.95 FEET; THENCE LEAVING SAID NORTH RIGHT OF WAY LINE PROCEED NORTH 18 DEGREES 08 MINUTES 57 SECONDS EAST, FOR A DISTANCE OF 265.00 FEET; THENCE SOUTH 71 DEGREES 51 MINUTES 03 SECONDS EAST, FOR A DISTANCE OF 454.30 FEET; THENCE NORTH 18 DEGREES 08 MINUTES 57 SECONDS EAST, FOR A DISTANCE OF 30.00 FEET; THENCE SOUTH 71 DEGREES 51 MINUTES 03 SECONDS EAST, FOR A DISTANCE OF 60.00 FEET; THENCE NORTH 18 DEGREES 08 MINUTES 57 SECONDS EAST, FOR A DISTANCE OF 319.88 FEET; THENCE NORTH 11 DEGREES 51 MINUTES 03 SECONDS WEST, FOR A DISTANCE OF 169.37 FEET TO THE SOUTH LINE OF THAT PARCEL DESCRIBED IN OFFICIAL RECORDS BOOK 3867, PAGE 1192 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA; THENCE PROCEED EASTERLY ALONG SAID SOUTH LINE AS FOLLOWS: SOUTH 72 DEGREES 01 MINUTES 07 SECONDS EAST, FOR A DISTANCE OF 50.03 FEET; THENCE NORTH 83 DEGREES 38 MINUTES 54 SECONDS EAST, FOR A DISTANCE OF 207.32 FEET TO A POINT ON THE WEST RIGHT OF WAY LINE OF AFORESAID BREAKFAST POINT BLVD; POINT BEING ON A CURVE CONCAVE EASTERLY, HAVING A RADIUS OF 810.00 FEET, THROUGH A CENTRAL ANGLE OF 25 DEGREES 15 MINUTES 23 SECONDS; THENCE PROCEED SOUTHERLY ALONG SAID WEST RIGHT OF WAY LINE AND CURVE FOR AN ARC DISTANCE OF 357.05 FEET, (CHORD BEARING AND DISTANCE = SOUTH 13 DEGREES 27 MINUTES 33 SECONDS EAST, FOR A DISTANCE OF 354.17 FEET); THENCE CONTINUE ALONG SAID WEST RIGHT OF WAY LINE AS FOLLOWS. SOUTH 26 DEGREES 05 MINUTES 15 SECONDS EAST, FOR A DISTANCE OF 100.00 FEET TO A POINT ON A CURVE CONCAVE WESTERLY, HAVING A RADIUS OF 343.07 FEET, THROUGH A CENTRAL ANGLE OF 35 DEGREES 38 MINUTES 12 SECONDS; THENCE PROCEED SOUTHERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 213.38 FEET, (CHORD BEARING AND DISTANCE = SOUTH 08 DEGREES 16 MINUTES 09 SECONDS EAST, FOR A DISTANCE OF 209.96 FEET); THENCE NORTH 80 DEGREES 27 MINUTES 03 SECONDS WEST, FOR A DISTANCE OF 10.00 FEET TO A POINT ON A CURVE CONCAVE WESTERLY, HAVING A RADIUS OF 338.01 FEET, THROUGH A CENTRAL ANGLE OF 09 DEGREES 19 MINUTES 55 SECONDS; THENCE PROCEED SOUTHERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 55.05 FEET, (CHORD BEARING AND DISTANCE = SOUTH 14 DEGREES 14 MINUTES 39 SECONDS WEST, FOR A DISTANCE OF 54.99 FEET); THENCE SOUTH 18 DEGREES 08 MINUTES 57 SECONDS WEST, FOR A DISTANCE OF 230.02 FEET TO THE POINT OF BEGINNING.

CONTAINING 10.699 ACRES, MORE OR LESS.

AND

LEGAL DESCRIPTION WEST PARCEL

A PARCEL OF LAND LYING AND BEING IN SECTION 25, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF SECTION 25, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND PROCEED NORTH 00 DEGREES 41 MINUTES 14 SECONDS EAST, ALONG THE EAST BOUNDARY LINE OF SAID SECTION 25, FOR A DISTANCE OF 109.03 FEET TO THE NORTH RIGHT OF WAY LINE OF PANAMA CITY BEACH PARKWAY (S.R. 30-A ~ 200' RIGHT OF WAY); THENCE NORTH 71 DEGREES 51 MINUTES 03 SECONDS WEST, ALONG SAID NORTH RIGHT OF WAY LINE, FOR A DISTANCE OF 2934.32 FEET TO THE POINT OF BEGINNING. THENCE CONTINUE NORTH 71 DEGREES 51 MINUTES 03 SECONDS WEST, ALONG SAID NORTH RIGHT OF WAY LINE, FOR A DISTANCE OF 1,063.53 FEET; THENCE LEAVING SAID NORTH RIGHT OF WAY LINE PROCEED NORTH 18 DEGREES 08 MINUTES 57 SECONDS EAST, FOR A DISTANCE OF 390.45 FEET; THENCE NORTH 72 DEGREES 08 MINUTES 45 SECONDS WEST, FOR A DISTANCE OF 157.11 FEET TO A POINT ON A CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 141.00 FEET, THROUGH A CENTRAL ANGLE OF 88 DEGREES 35 MINUTES 56 SECONDS; THENCE PROCEED SOUTHWESTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 218.03 FEET, (CHORD BEARING AND DISTANCE = SOUTH 63 DEGREES 33 MINUTES 16 SECONDS WEST, FOR A DISTANCE OF 196.95 FEET); THENCE SOUTH 19 DEGREES 15 MINUTES 18 SECONDS WEST, FOR A DISTANCE OF 251.41 FEET TO A POINT ON THE AFORESAID NORTH RIGHT OF WAY LINE OF PANAMA CITY BEACH PARKWAY; THENCE NORTH 71 DEGREES 51 MINUTES 04 SECONDS WEST, ALONG SAID NORTH RIGHT OF WAY LINE, FOR A DISTANCE OF 50.01 FEET; THENCE LEAVING SAID NORTH RIGHT OF WAY LINE PROCEED NORTH 19 DEGREES 15 MINUTES 18 SECONDS EAST, FOR A DISTANCE OF 252.37 FEET TO A POINT ON A CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 191.00 FEET, THROUGH A CENTRAL ANGLE OF 88 DEGREES 35 MINUTES 56 SECONDS; THENCE PROCEED NORTHEASTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 295.35 FEET, (CHORD BEARING AND DISTANCE = NORTH 63 DEGREES 33 MINUTES 16 SECONDS EAST, FOR A DISTANCE OF 266.79 FEET); THENCE SOUTH 72 DEGREES 08 MINUTES 45 SECONDS EAST, FOR A DISTANCE OF 157.11 FEET TO A POINT ON A CURVE CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 125.00 FEET, THROUGH A CENTRAL ANGLE OF 40 DEGREES 17 MINUTES 42 SECONDS; THENCE PROCEED SOUTHEASTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 87.91 FEET, (CHORD BEARING AND DISTANCE = SOUTH 51 DEGREES 59 MINUTES 54 SECONDS EAST, FOR A DISTANCE OF 86.11 FEET); THENCE SOUTH 31 DEGREES 51 MINUTES 03 SECONDS EAST, FOR A DISTANCE OF 200.16 FEET TO A POINT ON A CURVE CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 75.00 FEET, THROUGH A CENTRAL ANGLE OF 40 DEGREES 00 MINUTES 00 SECONDS; THENCE PROCEED SOUTHEASTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 52.36 FEET, (CHORD BEARING AND DISTANCE = SOUTH 51 DEGREES 51 MINUTES 03 SECONDS EAST, FOR A DISTANCE OF 51.30 FEET); THENCE SOUTH 71 DEGREES 51 MINUTES 03 SECONDS EAST, FOR A DISTANCE OF 781.26 FEET; THENCE SOUTH 18 DEGREES 08 MINUTES 57 SECONDS WEST, FOR A DISTANCE OF 265.00 FEET TO THE POINT OF BEGINNING. CONTAINING 7.837 ACRES, MORE OR LESS.

REGULAR AGENDA

ITEM 11



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
ADMINISTRATION

2. MEETING DATE:
JULY 9, 2020

3. REQUESTED MOTION/ACTION:
APPOINT VACANCIES ON THE CITY'S PARKS AND RECREATION BOARD

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

TERMS FOR SERVICE ON THE CITY'S PARKS AND RECREATION BOARD EXPIRES ON AUGUST 9 EACH YEAR. THIS YEAR TWO BOARD MEMBERS, GAYLE OBERST AND MICHAEL DORR, HAVE EXPIRING TERMS.

THESE SEATS ARE APPOINTED BY COUNCILMAN MCCONNELL AND COUNCILMAN CASTO, RESPECTIVELY. EACH COUNCIL MEMBER WITH AN UPCOMING VACANCY MAY REAPPOINT THE SAME BOARD MEMBER OR APPOINT ANOTHER PERSON OF THEIR CHOOSING.

THE NEW BOARD TERM WILL BE FOR TWO YEARS AND BEGIN AUGUST 9TH.

REGULAR AGENDA

ITEM 12



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Building and Planning Department

2. MEETING DATE:

07/09/2020

3. REQUESTED MOTION/ACTION:

The Council is requested to fill two seats on the Examining Board. One seat is required to be filled by a Master Air Conditioning mechanic while the other seat is to be filled by a qualified elector of the City not involved with construction.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

The Examining Board consists of seven (7) members (attached) who consider issues associated with the Florida Building Code.

The Master HVAC seat is currently filled by Mr. Keith Walker who has indicated he will serve again if reappointed by the Council. The second seat has been vacant for several months and is reserved for any qualified elector in the City, preferably not from the field of general construction or any profession associated with construction.

Staff recommends reappointing Mr. Keith Walker to the Master Air Conditioning seat and continue to advertise for the open "Citizen's" seat.

REGULAR AGENDA

ITEM 13



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Al Shortt, Utilities Director

2. MEETING DATE:

July 9, 2020

3. REQUESTED MOTION/ACTION:

Authorization to proceed with field data collection and preparation of bid documents for turnkey installation of odor control systems at the sites identified during the June 25, 2020 Council meeting.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES

NO

N/A

BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES

NO

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

During their June 25, 2020 meeting, Council directed staff to identify funding sources for installation of odor control systems at the five prioritized sites identified in the wastewater odor control presentation. There is \$850,000 scheduled for odor control implementation in the current (FY 19-20) budget. There are also capital reserve funds in the 5-year capital improvements plan that can be reallocated as directed to provide an additional \$750,000 in the FY 20-21 budget or a total of \$1.6M. Staff recommends Council direct staff to proceed with field data collection and preparation of bid documents for design/bid/build delivery of odor control systems at the following prioritized sites identified in the previous odor control study with the odor control systems indicated:

Priority 1 - Wastewater Treatment Facility No.1 , Odor Control Technology: Biofilter, Construction Budget \$400,000.

Priority 2 - Joan Avenue Lift Station (No. 40), Odor Control Technology: Biofilter, Construction Budget \$300,000.

Priority 3 - East End Lift Station (No. 96), Odor Control Technology: Bioxide Chemical Feed System (primary)/Biofilter (alternate) depending upon results of chemical feed siting evaluation, Construction Budget \$300,000.

Priority 4 - Cobb Road Lift Station (No. 73), Odor Control Technology: Bioxide Chemical Feed System (primary)/Biofilter (alternate) depending upon results of chemical feed siting evaluation, Construction Budget \$150,000.

Priority 5 - Magnolia Beach Lift Station (No. 128), Odor Control Technology: Biofilter, Construction Budget \$300,000.

In addition to the \$1,300,000 construction budget a \$300,000 allowance is proposed for activated carbon polishing units for these units if needed for enhanced odor control performance. Since the majority of the currently budgeted funds for odor control will not be expended in the current fiscal year, the balance of the funds will be carried over to FY 20-21 in the budgeting process and combined with the needed capital reserve funds for the \$1.6M total project funding requirement.

REGULAR AGENDA

ITEM 14



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

CRA / David O. Campbell

2. MEETING DATE:

7/9/2020

3. REQUESTED MOTION/ACTION:

Discussion of the design and construction a roundabout at the intersection of SR 79 and Front Beach Road

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

An analysis of the intersection of SR79 and Front Beach Road was conducted by PBS&J in August 2014 to determine the most efficient and cost effective alternative to the intersection treatment of SR79 and Front Beach Road. The analysis determined that a "T" intersection and a roundabout would operate at a Level of Service C (LOS C) in the year 2023 on a scale from A to F where F is failure. The determining factor of the selection of a "T" intersection was mainly based on alternate stormwater pond locations and associated real estate purchase costs rather than traffic functionality.

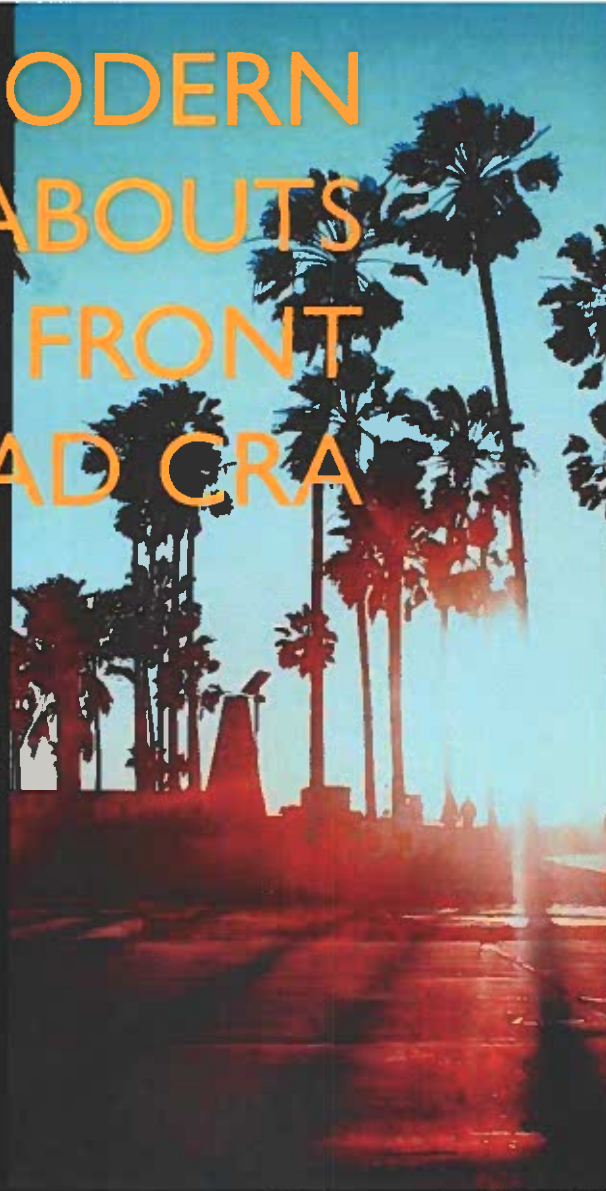
A new proposed roundabout at this location would incorporate stormwater treatment ponds within and around the circle and would not require the purchase of additional right of way.

Additional time required to design and permit the roundabout - 3 months

Additional costs associated with the construction of the Roundabout - not to exceed \$160,000

The attached presentation attempts to emphasize the pros and cons as well as justifying any additional time and costs associated with changing the currently designed "T" intersection to a roundabout.

MODERN ROUNDAABOUTS IN THE FRONT BEACH ROAD CRA



STATE ROAD 79
WEST PARK DRIVE

WHAT IS A ROUNDABOUT?



A TYPE OF CIRCULAR INTERSECTION OR JUNCTION IN WHICH ROAD TRAFFIC IS PERMITTED TO FLOW IN ONE DIRECTION AROUND A CENTRAL ISLAND, AND PRIORITY IS TYPICALLY GIVEN TO TRAFFIC ALREADY IN THE JUNCTION



Modern Roundabouts | A Safer Choice



PRO

- 1. THE CRASH RATE IN ROUNDABOUTS IS USUALLY HALF THAT OF A FULLY SIGNALIZED INTERSECTION BECAUSE OF LESS CONFLICT POINTS AND SLOWER SPEEDS
- 2. DRIVERS ARE ALL MEANT TO BE GOING IN THE SAME DIRECTION, DRAMATICALLY REDUCING THE CHANCE OF A HEAD-ON COLLISION
- 3. FEWER REAR-END COLLISIONS
- 4. A GOOD WAY TO KEEP TRAFFIC MOVING. ROUNDABOUTS CAN HANDLE MORE TRAFFIC THAN A SIGNALIZED INTERSECTION IN THE SAME AMOUNT OF TIME
- 5. GOOD FOR THE ENVIRONMENT BECAUSE THERE IS LESS WEAR ON THE TIRES AND BRAKES AND FUEL EFFICIENCY INCREASES. GETTING A VEHICLE GOING FROM A COMPLETE STOP USES A DISPROPORTIONATELY HIGH AMOUNT OF FUEL COMPARED TO NON-STOP TRAVEL.
- 6. MAINTENANCE COSTS ARE MUCH LESS THAN A SIGNALIZED INTERSECTION. LESS RE-STRIPING, NO SIGNAL MAINTENANCE, RE-PAVING LESS FREQUENT BECAUSE THERE IS MUCH LESS RUTTING CAUSED BY REPETITIVE VEHICLE STOPPING.
- 7. A ROUNDABOUT AT THE INTERSECTION OF SR79 AND FRONT BEACH ROAD WILL ALLOW FOR A NORTHBOUND AND A SOUTHBOUND BYPASS RAMP KEEPING THE CONFIGURATION OF THE "Y".



CON

- 1. PEDESTRIANS OFTEN COMPLAIN ABOUT CROSSING NEAR A ROUNDABOUT. CROSSWALKS MUST BE SET WELL BACK FROM THE ENTRANCE AND EXIT OF THE ROUNDABOUT.
- 2. SOME DRIVERS HAVE A DIFFICULT TIME TRYING TO FIGURE OUT WHO HAS THE RIGHT OF WAY.
- 3. SOME DRIVERS STOP IN THE CIRCLE TO LET OTHER DRIVERS INTO THE CIRCLE.
- 4. IF LOCATED TOO CLOSE TO A SIGNALIZED INTERSECTION TRAFFIC WILL BACK UP INTO THE CIRCLE CAUSING ALL APPROACHING LANES TO STOP.
- 5. NO PRIORITY FOR EMERGENCY VEHICLES.



STATE ROAD 79 AND FRONT BEACH ROAD



WEST PARK DRIVE AND FRONT BEACH ROAD



REGULAR AGENDA

ITEM 15



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Public Works (CRA), David O. Campbell

2. MEETING DATE:

7/9/2020

3. REQUESTED MOTION/ACTION:

Discussion of placing and maintaining trash cans at Beach Accesses

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE) YES NO
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

After discussions with the TDC, it was determined that beach side trash containers are better handled by the TDC contract haulers and that the location of the cans are best placed away from the access point and nearer the toe of the dune.

Roadside pickup at the location of each beach access is better provided by the City, whether it be a contract hauler or by City staff. It is likely that the cans will have to be emptied twice a day, 7 days a week at more active beach access points making contract hauling a bit more challenging.

Staff will look into the possibility of twice daily contract hauling for roadside trash pickup and advertise an RFP as necessary and if contract hauling is not attainable, determine the level of staff needed to accomplish our objective.